DOCUMENT RESUME

ED 446 563 HE 033 403

TITLE	HESES2000: Higher Education Students Early Statistics Survey 2000-01. Request.
INSTITUTION	Higher Education Funding Council for England, Bristol.
REPORT NO	HEFCE-00/41
PUB DATE	2000-10-00
NOTE	70p.
AVAILABLE FROM	Higher Education Funding Council for England, Northavon House, Coldharbour Lane, Bristol BS16 1QD, England, United Kingdom. Tel: 0117-931-7317; Fax: 0117-931-7203; Web site: http://www.hefce.ac.uk.
PUB TYPE	Reports - Descriptive (141)
EDRS PRICE	EDRS Price MF01 Plus Postage. PC Not Available from EDRS.
DESCRIPTORS	College Students; *Educational Finance; Expenditure per Student; *Financial Support; Foreign Countries; *Full Time Equivalency; *Full Time Students; Higher Education; Resource Allocation; Surveys
IDENTIFIERS	*England

ABSTRACT

This document asks institutions to complete an annual survey on full-time equivalent student load on recognized higher education (HE) courses. The HESES2000 survey should be completed by all HE institutions receiving funds from the Higher Education Funding Council for England recurrent funds for teaching. The data will provide an early indication of the number of students studying in academic year 2000-01, enable a comparison of student load with allocations made for academic year 2000-01, and inform allocation of teaching funds for academic year 2001-02. The 20 appendixes, which comprise the bulk of the document, provide information to help institutions complete the survey, including: summary of changes since a previous survey; table descriptions; descriptions of columns in tables; the survey student population; countable years of program of study; student load; long years of program of study; residential and funding status; level of study; mode of study; price groups; recognized HE courses; approximation to the year of program study; links between survey data and Health Education Statistics Agency data; validation checks; workbook notes; sample tables; survey checklist; glossary; and a survey index. (SM)

Reproductions supplied by EDRS are the best that can be made
from the original document.

ED 446 563

October 00/41
Request

Respond by 6 December 2000

HESES2000

Higher Education Students Early Statistics Survey 2000-01

PERMISSION TO REPRODUCE AND DISSEMINATE THIS MATERIAL IN MICROFICHE AND IN ELECTRONIC MEDIA FOR ERIC COLLECTION SUBSCRIBERS ONLY HAS BEEN GRANTED BY
R. Kier
2A TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

U.S. DEPARTMENT OF EDUCATION
Office of Educational Research and Improvement
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)
☑ This document has been reproduced as received from the person or organization originating it.
☐ Minor changes have been made to improve reproduction quality.
• Points of view or opinions stated in this document do not necessarily represent official OERI position or policy.

BEST COPY AVAILABLE

HE033403

HIGHER EDUCATION hefce FUNDING COUNCIL FOR ENGLAND

HESES2000

Higher Education Students Early Statistics Survey 2000-01

To	Heads of HEFCE-funded higher education institutions Heads of universities in Northern Ireland
Of interest to those responsible for	Student data; Funding
Reference	00/41
Publication date	October 2000
Enquiries to	Hannah Falvey tel 0117 931 7478 e-mail heses@hefce.ac.uk

Executive summary

Purpose

1. This document asks institutions to complete the annual survey on full-time equivalent student load on recognised higher education (HE) courses.

Key points

2. The data will:

a. Give us an early indication of the number of students studying in the academic year 2000-01.

b. Enable us to compare student load with allocations made for the academic year 2000-01.

c. Together with data supplied to the Higher Education Statistics Agency (HESA), inform our allocation of teaching funds for the academic year 2001-02.

3. This document provides:

a. Guidance notes for completing the Higher Education Students Early Statistics Survey 2000-01 (HESES2000).

b. Definitions used in the HESES2000 survey.

c. Examples of the survey tables, which will be distributed on computer disk.

4. Information contained in the annexes will help institutions to complete the survey.

Annex A:	Summary of changes since HESES99 and clarifications
Annex B:	Table descriptions
Annex C:	Description of columns in tables
Annex D:	HESES2000 student population
Annex E:	Countable years of programme of study
Annex F:	Student load
Annex G:	Long years of programme of study
Annex H:	Residential and funding status
Annex I:	Level of study
Annex J:	Mode of study
Annex K:	Price groups
Annex L:	Recognised HE courses
Annex M:	Approximation to the year of programme of study
Annex N:	Links between HESA and HESES data
Annex O:	Validation checks
Annex P:	Workbook notes
Annex Q:	Sample tables
Annex R:	HESES2000 checklist
Annex S:	Glossary
Annex T:	HESES index

Action required

5. Survey data, on disk with a hard copy, should be returned by **6 December 2000**. Disks will be dispatched to institutions in November 2000.

The HESES2000 Survey

6. The following sources of data will inform our allocation of funds for 2001-02:

- HESES2000
- the HESA/Further Education Funding Council (FEFC) July 1999-2000 individualised student record
- Research Activity Survey 2000.

7. HESES2000 should be completed by all higher education institutions (HEIs) receiving HEFCE recurrent funds for teaching. The Research Activity Survey 2000 will be issued in October 2000: it should be completed by all institutions in receipt of HEFCE funding for research in 2000-01, or that expect to receive such funding in 2001-02.

8. Coverage of the HESES2000 survey is given in Annex D. Definitions of when activity should be counted are in Annex E. Annexes F to L explain how to record different categories of activity.

9. All activity that meets the criteria set out in Annexes D and E should be reported, even if it will not be used directly to allocate funds.

10. For allocation purposes we source various information from the HESA/FEFC 1999-2000 individualised student record, in particular, we expect we will be using the following fields:

a. Date of birth (to determine if a student qualifies for the mature student premium).

b. Disability allowance (to determine if the student is in receipt of disability allowance).

c. Postcode (the home postcode is used to determine whether the student should count towards the calculation of the widening participation premium).

Incomplete records will adversely affect the allocations.

11. Institutions should note that further education colleges make a similar return to HEFCE on the Higher Education in Further Education: Students Survey 2000-01 (HEIFES2000).

Data collection and verification

12. Enquiries about this survey should be addressed to Hannah Falvey (tel 0117 931 7478, e-mail heses@hefce.ac.uk). There is a web page featuring answers to frequently asked questions and examples of completed HESES returns. The web page will also contain any amendments or clarifications that need to be made after the publication and disk are sent out. It can be found on the HEFCE web-site, www.hefce.ac.uk, under 'Questions', 'HESES frequently asked questions'. The web page is updated regularly and institutions are expected to look here for guidance before and during completion of their HESES return. We will use an e-mail list of HESES contacts in order to notify institutions of any significant changes or updates. We will not use this to simply notify of changes to the web-site.

13. A computer disk, containing an Excel workbook, will be dispatched directly to institutional contacts in November 2000. Notes on the disk are at Annex P.

14. The disk contains a number of validation checks, detailed in Annex O, and we will carry out further checks when we receive it. Once data have been validated, institutions will be asked to verify their returns. We may refuse to revise allocations once data have been verified.

Outline timetable and process for the 2001-02 funding round

15. Institutions are required to return their HESES survey by 6 December 2000, both on disk and in hard copy. Once we receive the data, we carry out a number of validation and credibility checks, and calculate whether institutions have met their funding contract for 2000-01. During December, we will write to institutions, enclosing a printout of their HESES data and comparison and holdback reports generated from them. Institutions will be asked to:

- verify that the data are accurate, or make corrections
- answer any questions we may have on the data
- submit any appeals for mitigation of holdback.

16. By mid January 2001, all institutions must have signed off their HESES data as being correct as at the census date of 1 December 2000. The timetable for this is tight: if corrections to data are made, we then reissue the data for re-verification by institutions. We will normally expect institutions to answer any questions about data within six working days.

17. During January we will consider appeals for mitigation of holdback. Institutions will be notified of the outcomes of their appeals in February. At the end of January we will also announce the provisional Maximum Student Number (MaSN) for 2001-02. Institutions will have one week in which to appeal for a change to their MaSN. The outcomes of any MaSN appeals will also be notified in February. We will announce provisional allocations of recurrent grant and confirm MaSNs for 2001-02 in March. Precise dates will be published on our web-site in November.

18. In January 2002, we will compare HESES2000 data with the July 2001 HESA student record and the July 2000-01 FEFC individualised student record (ISR). Changes in funding may result from this comparison.

Returns

19. Survey data, on disk with a hard copy, should be returned to:

HESES
Analytical Services Group
HEFCE
Northavon House
Coldharbour Lane
BRISTOL BS16 1QD

Returns may be made by e-mail to heses@hefce.ac.uk, but a hard copy should still be sent to the above address.

20. Returns should be received no later than **6 December 2000**.

Late returns

21. Where an institution fails to return data on time, without prior authorisation, or the returned data are not accurate, we may base the allocation of funds on our own estimate of student activity.

Audit

22. We will audit HESES2000 data. Institutions should therefore keep an adequate audit trail recording how the data were derived. This is especially important where institutions are including estimates or making judgements, for example, the basis for forecasting non-completions should be recorded. The HEFCE audit service will also seek to rely on any relevant internal audit work which has been carried out on the student record system and/or the method for compiling the HESES return, where appropriate.

23. As part of our audit process we will compare HESES2000 data with a variety of other data, most notably individualised HESA data as these become available. We may make retrospective adjustments to funding in the light of these comparisons. Details of how we will compare data are given in Annex N. It is not possible to create an exact mapping between individualised data and HESES data. Institutions should therefore consider the guidance given in Annexes D to L as definitive. Annexes M and N, though not definitive, describe our monitoring process. We will also compare data returned on HESES2000 and data returned on the Research Activity Survey 2000. We may refuse to accept data where there are significant differences.

Audit of HESES99

24. The HESES99 data audit exercise audited 23 institutions. The audits highlighted areas in which some institutions are incorrectly interpreting the HESES guidance. The findings included:

- lack of robustness in the estimation of non-completions
- lack of robustness in the estimation of forecast countable years
- incorrect assignment of departments to cost centres
- incorrect apportionment of student load to cost centres, particularly where a course is in more than one cost centre

- inadequate audit trail between the student record system and the HESES return
- authorisation of the HESES return.

Estimation of non-completions

25. The definition of a non-completion is included in Annex E. The audits identified a common misconception that withdrawals notified from an academic department are the sole source of data for that department's non-completion estimate. Estimation of the number of non-completions should normally be based on the non-completion rate for the previous year for the particular course. Where this is not the case, there should be a clear rationale for any alternative methods used or adjustments made. Completion is not determined by academic success but by whether the student has completed the end-of-year assessment or exam.

Assignment of departments to cost centres

26. Departments should be assigned to cost centres according to the guidance given in 'Assignment of departments to academic cost centres:1999-2000' (HEFCE 00/13). The audits found, that sometimes, all academic activity for a department is assigned to only one cost centre where a split between cost centres would be more appropriate, or, where a department is split between cost centres, a standard division is applied irrespective of the actual split in staff effort for that department. In future, we may ask institutions to provide evidence of how they have allocated particular departments to cost centres.

Apportionment of student load to cost centres

27. The allocation of student load to cost centres and therefore to price groups presented problems where provision for a course is in more than one department and cost centre or where a department is split between cost centres. If a part of a course or a module of a course is provided by a different cost centre to the rest of the course, this should be identified on the HESA record, and on HESES by mapping the relevant student load to the correct price group. Where the student load for a course is split between cost centres the load should be apportioned in an appropriate ratio. The ratio should be calculated on an individual course basis and reviewed regularly. It is not appropriate for a ratio calculated for one course to be applied to other courses. More guidance is included in Annex K, paragraphs 13 to 19.

Inadequate audit trail

28. In some cases, the audit trail between the student record systems and the HESES return was inadequate. A record of the basis for making estimations of non-completions and forecast countable years should be kept along with any relevant printouts and working papers used in completing the return. This is particularly important where only one person is responsible for the return as the return has to be reproducible even if they leave. The audit trail should be retained for at least three years. Source documents like registration forms should be similarly retained. Where an institution uses document image processing or other methods to store such information, the original documents should normally be retained for at least one year and the 'copy' retained for at least a further two years.

Authorisation of the HESES return

29. At many institutions, the person responsible for the production of the HESES return also 'signs it off' on the institution's behalf. For the HESES2000 return we will be requiring the VC/Principal or their most appropriate deputy to sign off the return on the institution's behalf. This person should be different from, and preferably senior to, the preparer of the return. The independent reviewer should broadly assess the return for reasonableness before signing off the return. This requires the reviewer to have an understanding of our data collection requirements, to ensure that the institution has systems capable of producing an accurate and complete return and that the preparer of the return has compiled it competently.

Annex A

Summary of changes since HESES99 and clarifications

1. The definition of full-time and sandwich has not changed since last year. The Education (Student Support) Regulations 2000 (SI 2000 No. 1211) no longer contain a minimum amount of time spent studying during a year of programme of study, in the definition of full-time and sandwich. The definition of full-time and sandwich for HESES purposes however, has **not** changed. See Annex J.

2. Tables 1a, 2 and 3, the column which last year collected information on students who were wholly or partially franchised-out, Column 6, now also collects data on students who are part of a HEFCE-recognised funding consortium. Only this type of consortium should be returned here and a definition can be found in Annex D, paragraphs 12 and 13. Another change to this column is that the countable years that are returned in Column 6 should now be a subset of Columns 1 and 2 and not a subset of Column 4. This is so that the data collected in Column 6 are consistent with the other supplementary data we collect.

3. More guidance on how to complete Table 4, the fee table, has been included in Annex C paragraphs 11 to 18, and as last year, the fee levels used in the definition of full-time and in the fee table, apply to the course and not to individual students.

4. All students on pre-registration courses which are eligible for NHS bursaries should now be returned against fee level 'NHS bursaried courses' on the fee table, Table 4, even if the student is not personally in receipt of such a bursary.

5. Table 5, which last year collected data on students studying for provision leading to qualifications below degree level, now also collects information on students who are studying for a foundation degree, so that provision for this qualification can be monitored. It should be noted therefore that although we refer to a sub-degree target, this now includes foundation degrees.

6. There is a new table, Table 6, which collects information on Graduate Apprenticeships (GAs) and University for Industry (UFI) courses. The information returned here for part-time students on GAs will be used to calculate fee-remission for GAs. The information returned on this table will also be used to monitor GAs and provision which is part of the UFI. The data returned on this table are a subset of the data collected on Tables 1a and 3. See Annex B for further guidance.

7. There is a second new table, Table 7, which collects information on students who are part of a HEFCE-recognised funding consortium. The lead institution of such a consortium should return summary information for each institution involved in the consortium, by mode. Only information about this specific type of consortium can be returned on this table; a definition can be found in Annex D, paragraphs 12 and 13. In total, the data returned on Table 7 must match that collected about HEFCE-recognised funding consortia in Column 6(c) of Tables 1a, 2 and 3. Only institutions that are lead institutions of HEFCE-recognised funding consortia can return data in this table.

8. The MaSN definition has not changed since last year. A new definition was introduced in March 1999 and this caused some confusion last year as to what students were being included in the MaSN calculated in the HESES workbook. The MaSN derived in the holdback sheet provided in the HESES workbook is calculated on the same basis as the final MaSN notified to individual institutions in July. This comprises all home and EC full-time and sandwich undergraduate students and any postgraduate and part-time students on courses that are subject to the regulated fees. A further explanation can be found in 'Recurrent grants for 2000-01' (HEFCE 00/12).

9. Cost centre 35, French, Spanish and German modern languages, has been split between price groups C and D. See Annex K.

10. The data collected in the TTA tables, Tables 6a and 6b, on HESES99 are not being collected on HESES2000. Following a review of last year's arrangements and responses by institutions, the TTA has decided to collect all the disaggregated initial teacher training (ITT) data it needs for its allocations.

11. A checklist for HESES2000 has been included in Annex R, which can be used to go through the steps involved in completing a HESES return. It is

meant to be used as a guide alongside the other Annexes and may be particularly useful to members of staff who have not had much experience in completing HESES returns.

12. There is a new annex – Annex S – which is an index for HESES2000. The index contains common words and phrases used in the HESES2000 circular.

13. Institutions should note that from next year onwards (HESES2001), the Excel workbook containing the HESES tables will be saved in Excel 97 and not Excel 5.0 as it is currently.

Annex B

Table descriptions

Tables 1a, 2 and 3 – Counts of years of programme of study and load

1. Tables 1a, 2 and 3 correspond to the three modes of study defined in Annex J. These tables are mutually exclusive, and taken together should sum to the total number of years of programme of study countable for the academic year.

Table 1b – Medical and dental student counts

2. Table 1b is a subset of Table 1a and contains all full-time undergraduate students on programmes of study that normally lead to a first registrable medical or dental qualification. Years of programme of study returned in this table should also be included in Table 1a.

3. Years of programme of study should be classified according to which year of the course they are. Intercalated years should be disregarded when determining the year of programme of study of a medical or dental course. Where a student studies for an integrated first degree and first registrable medical or dental qualification, the study towards the first degree should be treated as falling entirely in the pre-clinical years.

4. Pre-clinical medicine: all years of programme of study that are not classified as clinical medicine and are not an intercalated year.

5. Clinical medicine: the final three years of programme of study of a course leading to a first registrable medical qualification.

6. Pre-clinical dentistry: all years of programme of study that are not classified as clinical dentistry and are not an intercalated year.

7. Clinical dentistry: the final three-and-a-third years of programme of study of a course leading to a first registrable dental qualification.

8. This is how medical and dental student counts should be returned on HESES, it does not necessarily reflect how the program is delivered.

Table 4 – Home and EC fees

9. The data returned in Table 4 must match the home and EC data returned in Columns 1 and 2 of Tables 1a, 2 and 3. Table 4 contains the number of years of programme of study for all modes, countable on or before 1 December 2000, or expected to become countable between 2 December 2000 and 31 July 2001, for home and EC students only.

Table 5 – Counts of years of programme of study for provision leading to foundation degrees or qualifications below degree level

10. The data returned in Table 5 are a subset of the undergraduate data collected in Columns 1 and 2 of Tables 1a, 2 and 3. Table 5 contains the number of years of programme of study for all modes, countable on or before 1 December 2000, or expected to become countable between 2 December 2000 and 31 July 2001, for provision for foundation degrees or qualifications below degree level.

11. Provision below degree level includes HND, HNC, DipHE and CertEd courses. Where a student registers for credits without stating a qualification aim, and where those credits may count towards either a degree or a qualification below degree level, they should be counted on this table.

12. Students should only be recorded with a qualification aim of a foundation degree if they are on a two-year full-time, or the part-time equivalent, HE course which has been marketed by the institution as a 'foundation degree'.

Table 6 – Counts of years of programme of study for University for Industry courses and Graduate Apprenticeships

13. The data returned in Table 6 are a subset of the undergraduate data collected in Columns 1 and 2 of Tables 1a and 3. Table 6 contains the number of years of programme of study for full-time and sandwich and part-time modes, countable on or

before 1 December 2000, or expected to become countable between 2 December 2000 and 31 July 2001, for students on UFI courses or studying as part of a GA.

14. HEFCE-funding for UFI courses is provided outside mainstream funds in response to bids to UFI invited in its circular 2000/15 'Applying for HEFCE funds 2000-01', issued in May 2000. Only institutions in direct receipt of these funds should return HE students under the UFI programme in Table 6. The students will be non-fundable because the funding for them has been agreed separately (see Annex H, paragraph 4b).

15. GAs are frameworks which integrate study for recognised HE qualifications with structured work-based learning. Each framework has a number of design criteria specified by the Graduate Apprenticeship National Steering Group (GANSG). Further information can be found in circular letter 'Funds to develop and deliver Graduate Apprenticeships' (HEFCE 22/00).

16. The definition of a GA student for the purposes of HESES is a part-time student who is studying for a recognised HE qualification who is also taking the NVQ and Key Skills units specified in the relevant GA framework and who is an employee of a small or medium enterprise (SME). It is these students who will be eligible for fee-remission.

17. Fee-remission for part-time students studying for a recognised HE qualification as part of a GA will be calculated using the GA numbers returned on Table 6. Institutions will be notified of their allocations in February 2001. Numbers returned in Table 6 will be checked for credibility against details of GA frameworks supplied by GANSG.

Table 7 - Counts of years of programme of study for home and EC fundable students involved in HEFCE-recognised funding consortia, by institution

18. The aggregate data, by mode, returned in Table 7 must match those collected in Column 6(c) of Tables 1a, 2 and 3. Table 7 contains the number of years of programme of study for all modes, countable on or before 1 December 2000, or expected to become countable between 2 December 2000 and 31 July 2001, by institution. The lead institution must return data for each member of the HEFCE-recognised funding consortium, including any provision which is part of the HEFCE-recognised funding consortium that takes place at the lead institution.

19. A definition of HEFCE-recognised funding consortia can be found in Annex D, paragraphs 12 and 13.

Annex C

Description of columns in tables

1. All numbers returned on all tables should be counts of years of programme of study **apart** from Column 4a on Table 3, which should contain full-time equivalents (FTEs).

Tables 1a, 1b, 2 and 3 – Counts of years of programme of study and student load

2. Column 1: Number of years of programme of study countable between 1 August 2000 and 1 December 2000 inclusive. If a year of programme of study has been classified as a non-completion, as defined in Annex E, on or before 1 December 2000, it should not be returned.

3. Column 2: Number of years of programme of study expected to become countable between 2 December 2000 and 31 July 2001 inclusive, subject to guidance in Annex E, paragraph 5.

4. Column 3: Number of years of programme of study which students will fail to complete after 1 December 2000. This is an estimate of the number of years of programme of study that have been returned in Columns 1 and 2 but will not be completed – according to the definition given in Annex E. Numbers of non-completions should be entered as negative values in the workbook.

5. Column 4: Overall assumed completed years of programme of study for the academic year. This is the sum of the first three columns; the addition will be carried out automatically in the workbook. This is an estimate of the number of years of programme of study which will be undertaken and completed in the academic year.

6. Column 4a (Table 3 only): Assumed load for the academic year. This should be the sum of the FTE for the years of programme of study returned in Column 4.

7. Column 5: Number of new entrants. This should be all years of programme of study returned in Columns 1 and 2 which are the first year of a course. A definition of new entrants is included in Annex E.

8. Column 6: Number of countable years (net of forecasts) for Home and EC fundable students who are wholly or partially franchised-out or who are part of a HEFCE-recognised funding consortium where the institution is the lead institution (see Annex D), broken down by the type of institution involved in the arrangement.

9. It is important to note that the number of countable years returned for students who are part of a consortium should only be for HEFCE-recognised funding consortia, defined in Annex D, paragraphs 12 and 13, all other collaborative arrangements should be returned as franchises.

10. Years of programme of study should be split between those that are wholly franchised-out, those that are only partially franchised-out, and those that are part of a HEFCE-recognised funding consortium. This is a subset of the countable years of programme of study already returned in Columns 1 and 2.

Table 4 – Home and EC student fees

11. Table 4 collects information about tuition fees for students included within Columns 1 and 2 of Tables 1a, 2 and 3. In general, fee levels are an attribute of the course, not of the individual student. This means, for example, that a student who is on a designated course but who is not personally eligible for a grant for fees payable by the Student Loans Company should still be returned against the appropriate regulated fees category. However, students on pre-registration courses for which an NHS bursary may be payable and those on outgoing SOCRATES-ERASMUS full-year exchanges should be identified separately.

12. Regulated fees are those defined in Regulation 11 of the Education (Student Support) Regulations 2000 (SI 2000 No. 1121). In general, these are:

a. Regulated £1,050 – full-time and sandwich undergraduate courses (where the student is not on their year-out) and full-time postgraduate certificate in education (PGCE) courses.

b. Regulated £520 – undergraduates following full-time and sandwich courses who are on their sandwich year-out, students on a non-ERASMUS or SOCRATES study-related year abroad and part-time ITT courses.

c. Regulated £0 (nil) – outgoing ERASMUS and SOCRATES full-year exchange students only.

d. NHS bursaried courses – students on pre-registration courses for which an NHS bursary may be payable.

The Education (Student Support) Regulations can be found on the HMSO web-site – www.hmso.gov.uk under 'Legislation', 'United Kingdom', then 'Statutory Instruments'.

13. Years of programme of study should be returned under the fee level 'Non-regulated' where the course the student is studying for is not designated under Regulation 5 of the Education (Student Support) Regulations.

Part-time or postgraduate students subject to regulated fees

14. The only part-time students who should be recorded as being subject to regulated fees are those:

a. On part-time ITT courses, such as first degrees leading to qualified teacher status (QTS), PGCEs and CertEds.

b. Attending the final year of a designated course which is ordinarily completed within 15 weeks.

In these cases, the students should be recorded as subject to regulated £520 fees.

15. Part VIII of the Education (Student Support) Regulations 2000 makes provision for the support of students attending 'designated part-time courses' of higher education, through a £500 loan. Students on such part-time courses should still be returned under 'non-regulated' fees, as these courses are explicitly not designated under Regulation 5.

16. The only postgraduate students who should be recorded as being subject to regulated fees are those:

a. On a full-time or part-time PGCE. Such students should be recorded, as subject to the regulated £1,050 or regulated £520 fees, respectively.

b. On a full-time course in preparation for a professional examination at postgraduate level, for which a first degree is not a normal requirement for entry. This applies to students on a course leading successively to Parts 1 and 2 of the Royal Institute of British Architects examination, for whom undergraduate level fees are payable. Such students should be recorded as subject to regulated £1,050 fees.

17. Column 1: Number of years of programme of study for home and EC students countable between 1 August 2000 and 1 December 2000 inclusive. The column is broken down by mode of study as defined in Annex J.

18. Column 2: Forecast of number of years of programme of study for home and EC students expected to become countable between 2 December 2000 and 31 July 2001 inclusive. The column is broken down by mode of study as defined in Annex J.

Table 5 – Counts of years of programme of study for provision leading to foundation degrees or qualifications below degree level

19. Column 1: Number of years of programme of study countable between 1 August 2000 and 1 December 2000 inclusive. This is a subset of the undergraduate data included in Column 1 of Tables 1a, 2 and 3. The column is broken down by mode of study as defined in Annex J.

20. Column 2: Forecast of number of years of programme of study expected to become countable between 2 December 2000 and 31 July 2001 inclusive. This is a subset of the undergraduate data included in Column 2 of Tables 1a, 2 and 3. The column is broken down by mode of study as defined in Annex J.

Table 6 – Counts of years of programme of study for University for Industry courses and Graduate Apprenticeships

21. Column 1: Number of years of programme of study countable between 1 August 2000 and 1 December 2000 inclusive. This is a subset of the data included in Column 1 of Tables 1a and 3. The column is broken down into full-time and sandwich, and part-time.

22. Column 2: Forecast of number of years of programme of study expected to become countable between 2 December 2000 and 31 July 2001 inclusive. This is a subset of the data included in Column 2 of Tables 1a and 3. The column is broken down into full-time and sandwich, and part-time.

Table 7 – Counts of years of programme of study for home and EC fundable students involved in HEFCE-recognised funding consortia, by institution

23. Only counts of years of programme of study which are part of a HEFCE-recognised funding consortium as defined in Annex D, paragraphs 12 and 13 should be returned on this table. This is the data returned in Column 6(c) of Tables 1a, 2 and 3 broken down by institution involved in the HEFCE-recognised funding consortium. Institutions should note that any provision which is part of the HEFCE-recognised funding consortium that is taking place at the lead institution should be included here.

24. Column 1: Number of years of programme of study countable between 1 August 2000 and 1 December 2000 inclusive, for all modes (also contained in Column 1 of Tables 1a, 2 and 3).

25. Column 2: Forecast of number of years of programme of study expected to become countable between 2 December 2000 and 31 July 2001 inclusive, for all modes (also contained in Column 2 of Tables 1a, 2 and 3).

Annex D

The HESES2000 student population

1. HESES2000 records counts of years of programme of study for students aiming for a recognised HE qualification. The students that generate these years of programme of study are called the HESES2000 student population. Paragraphs 2 and 3 below define which students should be included in the HESES2000 student population. Some students within this population may generate years of programme of study which are counted in a previous or future HESES survey, but not generate any years included in HESES2000. All years of programme of study counted in HESES2000 must relate to a student within this population.

2. Students meeting **all** of the following criteria should be included in the HESES2000 student population:

a. At least part of a year of programme of study in which they are actively pursuing studies with the institution falls within the academic year 2000-01. This includes outgoing exchange students.

b. They are studying towards a recognised HE qualification aim, or a credit that can be counted towards such a qualification.

c. They have an individual student record returned to HESA or on the FEFC ISR.

d. They are not being returned on any other institution's HESES or HEIFES return.

3. Students in **any** of the following categories should **not** be included in the HESES2000 student population:

a. Students not studying towards a recognised HE qualification aim, or a credit that can be counted towards such a qualification. Students whose sole qualification aim is an NVQ should not be included. Students should be included if they gain both a recognised HE qualification and an NVQ as the result of a programme of study.

b. Students who will not be included in the individualised student record for the institution at which the student is registered. All students included in the HESES2000 student population must be included on the registering institution's individualised student record, even if this is not normally compulsory under the coverage of the record.

c. Incoming exchange students.

d. Students franchised-in (see paragraphs 4 to 11 below) from another institution.

e. Students spending most of their time for the whole course outside the UK (including distance learners outside the UK), except where:

   i. There is a clear academic reason for studying abroad rather than in the UK. Even where such a benefit exists, we must specifically sanction the course as eligible.

   ii. The student is temporarily and unavoidably abroad and remains liable to UK tax on their earnings, or is a dependant of such a person. This includes members of HM forces and their dependants.

   Sandwich students working abroad and language year abroad students will not normally fall into this category.

f. Students for whom no year of programme of study in which they are actively pursuing studies falls at least partly within the academic year 2000-01. For students following standard academic years this means the student is not actively pursuing any studies within the year.

g. Students registered for research qualifications awarded primarily on the basis of published works should not be included in the student population unless they undertake a significant amount of research at the institution.

h. Students who are on school-centred ITT (SCITT) programmes.

i. Students who are being returned on any other institution's HESES or HEIFES return.

Students taught under partnership, collaborative or similar arrangements

4. Institutions should note that a student is considered 'registered' on the HESA student record at the institution that collects the fee for the student.

5. Many students are taught under a variety of collaborative arrangements. For the purposes of HESES2000, there are two broad types:

a. Franchises. This applies to virtually all collaborative arrangements, including many that institutions may refer to as consortia, including those for the delivery of foundation degrees.

b. HEFCE-recognised funding consortia. For 2000-01 there are only three of these.

The features of these two broad types of collaborative arrangement are described below. Institutions that are the lead or franchiser in such collaborative arrangements are asked to identify the student numbers involved separately in HESES. However, only the three universities that are the lead in a HEFCE-recognised funding consortium will be able to input data in the cells relating to such consortia in Tables 1a, 2, 3 and 7.

Collaborative arrangements treated as franchised for HESES purposes

6. Unless the student is being taught through a HEFCE-recognised funding consortium, all provision that is delivered through a collaborative arrangement is regarded as being franchised for the purposes of HESES2000. Industrial placements, work experience and language years abroad should not be regarded as franchised for the purposes of HESES.

7. Where one institution enrols a student and collects a fee for tuition or supervision of research for that student, but the student undertakes all or part of their study at another institution, only the institution that receives the fee should include the student in its HESES2000 student population. Such a student is regarded as franchised-out by the institution collecting the fee.

8. If a course is run jointly by more than one institution, only the institution that receives the fee should include the student in its HESES2000 student population.

9. If two institutions receive a fee from a student for a given year of programme of study of a course, the institution that receives the largest portion should include the student in its HESES2000 student population. If both institutions receive the same amount, the institutions must ensure that only one includes the student in its HESES2000 student population.

10. In some cases the institution teaching the student may collect the fee on behalf of another institution. Where this is the case, if the fee is transferred directly to another institution, the institution the fee is transferred to should include the student in its HESES2000 student population. If the fee itself is not transferred but is used to offset payments between two institutions in respect of the student, this should be treated as if the fee had been transferred.

11. In all the above cases, the student is recognised as a student of the franchiser. The institution that includes the student in its HESES2000 student population must also return a record to HESA, and its performance indicators and quality assessments will take account of activity relating to that student as appropriate. The HESA record of such a student must clearly identify the nature and extent of the franchise.

HEFCE-recognised funding consortia

12. All institutions that are the lead institution of a HEFCE-recognised funding consortium will have been formally notified in a letter sent by HEFCE on 9 August. Currently there are only three universities who are the lead institution of a HEFCE-recognised funding consortium.

13. A HEFCE-recognised funding consortium is a mechanism for distributing grant to a group of institutions through a single lead institution. Consortia are only 'HEFCE-recognised funding consortia', if we have notified the institutions concerned as such in writing as described above. As with a franchise, the lead institution will return all data relating to the consortium in its HESES return, while the individual consortium members will not report the provision in any aggregate student number returns they may make to us. Such an arrangement, however, differs from a franchise in that the student is recognised as a student of the

appropriate consortium member, rather than of the lead institution. This means that the students will be reported in the HESA or FEFC ISR returns of the appropriate consortium member, rather than of the lead institution, and similarly be reflected in the performance indicators and quality assessments of the member, rather than lead, institution. Apart from on HEFCE aggregate returns, the students will in all other respects be treated as if they were directly funded.

Annex E

Countable years of programme of study

1. Students study towards qualification aims over a period of time. This period of time can be split into one or more years of programme of study. The first year begins when the student starts studying towards the qualification aim; the second and subsequent years start on or near the anniversary of this date.

2. HESES counts years of programme of study for students aiming for recognised HE qualifications. This is not the same as counting students. This approach ensures that comparable activity is recorded in the same way, irrespective of when it occurs.

3. Exceptionally, a student may study towards two or more independent qualifications concurrently. Each programme of study would then generate its own year of programme of study which would be countable. Thus, a student studying towards a PhD and an unrelated undergraduate professional qualification would generate two years of programme of study each year. However, a student studying for several institutional credits that count towards the same final qualification would generate only one year of programme of study each year. Usually, independent qualification aims would have different qualification aim codes on the HESA student record. This might not be the case if the qualification aim code were sufficiently general, for example 'professional qualifications'.

4. In all cases, where a student is studying for two or more separate qualification aims, each should be returned with it's own HIN on the HESA student record. See Annex S for a definition of HIN.

5. For students within the HESES2000 student population, exactly when a year of programme of study becomes countable depends on how its FTE is reported to HESA. There are four types of HESA record:

a. All activity for a year of programme of study is within one academic year. Students following standard academic years will fall into this category. Most HESA records are of this type.

For non-standard academic years

b. Activity for a year of programme of study spans two academic years, and the whole of the FTE is reported in the academic year in which the year of programme of study begins.

c. Activity for a year of programme of study spans two academic years, and the whole of the FTE is reported in the academic year in which the year of programme of study ends.

d. Activity for a year of programme of study spans two academic years, and the FTE is split proportionally across them.

6. Years of programme of study within cases (a) and (b) above will be counted on their commencement date and its anniversary.

7. For students falling into case (b) above, the final academic year during which the student is active will not usually generate a countable year of programme of study. It will do so, however, if a student undertakes a short period of activity after the anniversary of his or her commencement date and that activity ends in the same academic year. If the short period of activity starts and is completed before 1 December, the student should still be returned in Column 1 of the HESES tables.

8. Occasionally some students may join a programme of study at a date different to the usual start date. Such students may be treated as if they had joined with the rest of the cohort if:

a. Having caught up with the rest of the cohort, they will subsequently follow an identical pattern of study and

b. Activity for all years of programme of study for the cohort falls within the academic year.

If this is not the case the student should be treated as on a non-standard programme as in paragraph 4 above.

9. Years of programme of study within cases (c) and (d) above will be counted in HESES on 1 August in each academic year in which activity occurs, except the first. Where, exceptionally, all activity for the final year of programme of study falls entirely within an academic year, the student

will generate two countable years of programme of study: one on 1 August and a second when the final year of programme of study begins.

10. For students within case (d), it is not possible to identify a year of programme of study from the July HESA student record. An approximation is needed of activity for the year of programme of study. This should be based on the return for the year in which the year of programme of study is countable, and the previous year. Annex M contains details of how we will make this approximation. Institutions may use any method, provided that taken over the institution as a whole the results are consistent with the method given in Annex M.

11. To be counted, years of programme of study must be generated by a student in the HESES2000 student population, and meet the following criteria:

a. A fee is charged for tuition or supervision of research. This fee may be waived.

b. The FTE for the year of programme of study is at least 3 per cent.

c. The student is not writing up a thesis or similar piece of work for the whole of the year.

Non-completions

12. A student who fails to complete a year of programme of study is classified as a non-completion for that year. Usually, attendance at the final exam or submission of final coursework would constitute completion of the year. Where a module or credit-based system is offered, a student who fails to complete a substantial module within the year of programme of study is to be returned as a non-completion for that year of programme of study.

13. Where a student has a clear intention of completing a specified activity within the year of programme of study, completion is measured against this. Thus, if a student starts the year intending to follow a certain pattern of activity but does not complete it, then that student would be a non-completion. If the programme of study did not specify the pattern of activity within the year, then, provided that the student completed all activity started in the year, he or she would be considered as completing.

14. In some cases the final assessment for a year of programme of study may fall outside the academic year in which it is counted, or exceptionally outside the year of programme of study. In either case, completion of the year is still measured against attendance at the final exam or submission of final coursework relating to the year of programme of study. For example, if a student studies on a standard academic year but the examinations are held in August, completion will be determined against attendance at the August examination.

New entrants

15. New entrants are defined as students registered for the first (or only) year of a course leading to a recognised HE qualification. Note that:

a. Students re-taking the first year of a course should be included as new entrants.

b. Students transferring between courses are to be included only if they are registered as first-year students on their new course.

c. Students entering directly onto the second or subsequent year of a course should not be counted as new entrants.

d. Students whose course includes an integrated foundation year at HE level (year 0) should be counted as new entrants only during their foundation year. In this case the student should not be counted as a new entrant during year 1 of the course.

Annex F

Student load

1. Student load recorded on HESES2000 should relate to the years of programme of study being counted. In some cases this may not be consistent with the load returned on the HESA student record. However, it should be consistent with HESA data when summed over the programme of study.

2. The FTE is calculated by comparison with an equivalent full-time course, where such a course exists. If an equivalent full-time course does not exist, a reasonable academic judgement should be made of the load relative to a full-time student. Where such a judgement is made, the methodology should be recorded for audit purposes.

3. Calculation of FTE can be based on either:

a. Duration of the course or

b. Credit points studied.

In both cases, when viewed as a whole, the total FTE for a part-time course should equal the total FTE of the equivalent full-time course. Where method (a) is used, the calculation should be based on the number of years of programme of study.

Example 1

4. Duration of the course: a full-time course is studied over three years. The equivalent part-time course is studied over six years, and so would have an FTE of 0.5 in each year.

Example 2

5. Credit points: a full-time course is studied over three years with 120 credits taken each year. The equivalent part-time course lasts six years. Ninety credits are studied in each of the first three years and 30 credits in each of the final three. The FTE would be 0.75 in each of the first three years and 0.25 in each of the final three.

6. Where a student does not complete a year of programme of study, the FTE should not be recorded on HESES. This is not consistent with the load returned on the HESA record. When comparing the HESA student record to HESES, we will make adjustments to the load returned to HESA to reflect years not completed.

Annex G

Long years of programme of study

1. For full-time courses, the year of programme of study will be classified as 'long' if students are normally required to attend for 45 weeks or more within that year. For the purposes of determining length, students are deemed to be attending the institution if they are actively pursuing full-time studies towards the qualification aim. Years of programme of study that are not long are referred to as standard length.

2. If the year of programme of study is 45 weeks or more in length because of a period of work-based study, then the year of programme of study is not counted as long.

3. For part-time courses, the distinction will depend on the length of each year for an equivalent full-time course. The number of weeks attended within the year of programme of study for part-time students is irrelevant to determining if the year of programme of study is long. The equivalent full-time course used should be the same as that used in calculating the FTE.

4. For undergraduate students, long courses will typically be accelerated programmes where the qualification aim is achieved in a much shorter period than is normal for that qualification aim.

5. For postgraduate students, most long courses will be for higher degrees.

6. Students who, on completion of an HE qualification, then choose to undertake a conversion course to a higher level qualification should not be returned as long. The conversion course should be regarded as a separate part-time course and returned accordingly.

Example 1

7. A full-time one-year course has a 30-week year of programme of study; the equivalent part-time course lasts for two years, each with a 45-week year of programme of study. The part-time course would not be long. Conversely, if each year of the part-time course lasts for 30 weeks, but the year of programme of study for the full-time course is 45 weeks, then the part-time course is classified as long. The FTE would be 0.5 in both cases.

Example 2

8. A student completes a two-year full-time HND and then chooses to undertake a short conversion course over the summer in order to enrol full-time on the third year of a degree. In this case both years of the HND and the third year of the degree should be recorded as standard length and the conversion course should be recorded separately as a stand-alone part-time course. The FTE would be 1, 1, 0.3 and 1 respectively.

Mixed length courses

9. In some cases a full-time course may have one or more years of programme of study which are long, with one or more standard length years. When determining which load to return as long for the equivalent part-time course, the following two principles should be applied:

a. The FTE over the entire course should be identical to that of the full-time course.

b. The proportion of the FTE recorded as long should be the same on both the full-time and part-time programmes.

Example 1

10. A two-year full-time course has year one long and year two standard length. The equivalent part-time course runs over four years. The first two years of the part-time course should be recorded as long, with the remaining two recorded as standard length. The FTE would be 0.5 in each of the four years.

Example 2

11. A two-year full-time course has year one long and year two standard length. The equivalent part-time course lasts two and a half years. If the FTE is 0.8, 0.8 and 0.4 respectively in each year, then the second principle in paragraph 9 above means that 50 per cent of the FTE should be recorded as long. This can be achieved by recording all first year load as long, and half of the final year as long, with the remaining year recorded as standard length.

Annex H

Residential and funding status

Home and EC students

1. Students are classified as home and EC if they can be regarded as eligible students as defined by Schedule 1 of the Education (Student Support) Regulations 2000 (SI 2000 No. 1121). The Education (Student Support) Regulations can be found on the HMSO web-site – www.hmso.gov.uk under 'Legislation', 'United Kingdom', then 'Statutory Instruments'.

HEFCE fundable: home and EC students eligible for HEFCE recurrent funding for teaching

2. Home and EC students are eligible for HEFCE recurrent funds for teaching (HEFCE-fundable) if they satisfy all of the following conditions:

a. They are on courses of recognised HE.

b. The course is open to any suitably qualified candidate.

c. The course is not being supported from any other EC public source. Where the fee plus income from a public source is insufficient to cover the HEFCE standard resource then a proportion of the students on the course can be returned as HEFCE-fundable (see paragraph 4a).

3. Where a student is not subject to the regulated fees and the fee is being paid by a source other than an EC public source, the eligibility for funding does not depend on the level of fee charged.

4. The following students are **not** eligible for HEFCE recurrent funding for teaching (recorded as HEFCE non-fundable):

a. Students on courses which would otherwise be HEFCE-fundable, but whose places are funded at the standard HEFCE rate, or higher, from another EC public source, for example, the TTA, Department of Health, NHS, or the Home Office. In some cases an EC public source may provide funding that is in addition to the mandatory or recommended fees, pro rata for part-time students, but the funding falls significantly short of the HEFCE standard rate for the student. In this case the total funds received in addition to the fees should be used to calculate the number of students which for funding purposes are assumed to be fully supported from other EC public sources, with the remaining students being eligible for HEFCE recurrent funding. A template is available on the HEFCE web-site under 'Questions', 'HESES frequently asked questions' to help determine fundability status in these cases.

b. Students registered on courses that are not funded through HEFCE recurrent funds for teaching, but whose funding has been separately agreed and notified by us. For example, prototype foundation degrees and UFI courses. This includes courses where we distribute funds on behalf of other government departments.

c. Students on ITT courses which lead to QTS; and all students holding QTS who are on an in-service education of teachers (INSET) course. This will include students transferring from courses funded by the TTA where funding has been provided for the whole year.

d. Students on pre-registration nursing or midwifery degrees and courses (including postgraduate courses) leading to a recognised professional qualification in dietetics, speech and language therapy, chiropody/podiatry, or prosthetics and orthotics.

e. Students franchised to an institution that is not either:

- an HEI supported from public funds
- a further education college (FEC) supported from public funds

except where specific approval has been given. Institutions must ensure that all franchises to any other organisation have been specifically approved by HEFCE before students are returned as HEFCE-fundable on HESES. Institutions should reapply if there is a material change in the arrangement.

f. Students on closed courses. These are courses which are restricted to certain groups of people

and are not generally available to any suitably qualified candidate. For example, where a course is only open to employees of particular companies, that course is closed.

5. Fundable postgraduate research students in the second (third for part-time) and subsequent years of programme of study are not funded under our teaching funding method. For the purposes of HESES2000 these students should be recorded as non-fundable. These students should continue to be returned to HESA and the Research Activity Survey as fundable. For the purposes of HESES2000, research students cannot retake years. Where a student initially registers for an intermediate qualification such as an MPhil and then converts to a research qualification, for example a PhD, without being awarded the initial qualification, the year of programme of study should not be reset.

Examples of how to determine the number of students supported from other EC public funds

6. The public support should first be used to offset any shortfall between the fees charged and the assumed fees. Once this offset has taken place, any remaining public funding should be divided by the standard funding per student and rounded up to the nearest whole number to find how many students are non-fundable; the remainder are then fundable. The standard funding per student is calculated as the standard resource minus the assumed fee. Standard resource is explained later in this annex. Note that in the examples, the assumed fee per FTE for part-time students is £770.

7. These examples are also on the HEFCE web-site under 'Questions', 'HESES frequently asked questions', together with an Excel template, which will calculate the number of students who are non-fundable in individual cases.

Example 1

8. There are 10 full-time undergraduate students supported by £10,500 from a public source. The students are not charged a fee and there is no other income. The assumed fees are £1,050 per student, so the public money only covers the fees and all students are fundable.

Example 2

9. There are 10 full-time undergraduates, all in price group C. The fees for each year are £1,050 paid by either the Student Loans Company (SLC), the student, or a mixture of the two. In addition, a public source puts in £1,000 per student. The assumed fees are fully met by the fees charged, so there is no offset. The standard funding per student is the standard resource (1.5 × £2,731 = £4,097) – assumed fee (£1,050) = £3,047. There is £10,000 additional public money (10 × £1,000). Therefore four students (£10,000 ÷ £3,047 = 3.3) are non-fundable, and the remaining six are fundable.

Example 3

10. There are 50 part-time undergraduate students, 0.5 FTE, in price group C who pay £100 a year tuition fee, and there is £30,000 from a public source. The assumed fee for each student is 0.5 × £770 = £385. There is £285 (£385 - £100) per student in tuition fees to make up using the public money, which uses 50 × £285 = £14,250. This leaves £15,750 of the public money. The standard funding per student is the standard resource ((0.5 × 1.5 + 0.5 × 5%) × £2,731 = £2,117) – assumed fee (£385) = £1,732. Therefore 10 students (£15,750 ÷ £1,732 = 9.1) are non-fundable, and 40 are fundable.

Example 4

11. As in example 3, but the fees are £500 a year all paid by the student. Each student pays a tuition fee which is greater than the assumed fee, so there are no tuition fees to make up using the public money. There is £30,000 public money and the standard funding per student is £1,732. Therefore 18 students (£30,000 ÷ £1,732 = 17.3) are non-fundable, and 32 are fundable.

Example 5

12. There are 10 full-time postgraduate students entirely in price group C. The fees for the year are £3,000; a public body pays half of the fee and the student pays the other half. The assumed fees are £2,740, which leaves £260 (£3,000 - £2,740) of public money per student. The standard funding per student is the standard resource (1.5 × £2,731 =

£4,097) – assumed fee (£2,740) = £1,357. There is £2,600 additional public money (10 × £260). Therefore two students (£2,600 ÷ £1,357 = 1.9) are non-fundable, and the remaining eight are fundable.

HEFCE-funded and independently-funded students

13. All fundable students should be recorded as HEFCE-funded, unless the institution receives enough resources from other sources (other than EU public sources) for the year of programme of study to cover the HEFCE standard resource for their provision. In this case the institution may choose to record the student as independently-funded.

Example 1

14. There are 20 HEFCE-fundable full-time postgraduate students, in price group C. Each student pays £4,500 tuition fees. The standard resource is (1.5 × £2,731) = £4,097. Therefore the standard resource is fully covered by the fee paid by the student. In this case, the institution can choose to either record the students as HEFCE-funded or as independently-funded.

Example 2

15. There are 20 HEFCE-fundable part-time postgraduate students, 0.6 FTE, in price group B. Each student pays £3,000 tuition fees. The assumed fee for each student is 0.6 × £2,740 = £1,644, which leaves £1,356 per student. The standard funding per student is the standard resource ((0.6 × 2 + 0.6 × 5%) × £2,731) – assumed fee (£1,644) = £1,715. There is 20 × £1,356 = £27,120 remaining from the fees paid by the students. Therefore, the college can choose to return up to 15 students (£27,120 ÷ £1,715 = 15.8) as independently-funded with the remaining students returned as HEFCE-funded.

HEFCE non-fundable: home and EC students ineligible for recurrent funding for teaching

16. These are students who are entitled to pay a home fee but whose place is not considered eligible for recurrent funding for teaching as defined in paragraphs 2 to 5 above.

Calculation of standard resource

17. If a student attracts a premium under the teaching funding method, the standard resource should be increased to reflect this. We notified institutions of these premiums in Table F of their funding agreement. For the current year, 2000-01, there are three student-related premiums (part-time, long courses and mature students) and six institution-related premiums (inner and outer London, pensions, and variable premiums for specialist institutions, small institutions, and old and historic buildings). The total weighted student FTE is the sum of the subject-weighted FTE and the additional FTE from all premiums. Examples of the calculations are given in paragraphs 20 to 23 below.

Factor	Premium	Applied to
Part-time	5%	Unweighted FTE
Full-time mature	5%	Unweighted FTE
Long course (not price group A)	25%	Subject-weighted FTE
Inner London	8%	Subject-weighted FTE
Outer London	5%	Subject-weighted FTE
Pensions	2%	Subject-weighted FTE
Specialist institutions	Variable	Subject-weighted FTE
Small institutions	Variable	Unweighted FTE
Old and historic buildings	Variable	Unweighted FTE

18. The subject weights are shown below.

Price group	Subject weight
A (Clinical)	4.5
B (Laboratory-based science, engineering and technology)	2.0
C (Other high cost subjects with a studio, laboratory or fieldwork element)	1.5
D (All other subjects)	1.0
Psychology*	1.0 or 2.0
Media studies*	1.0, 1.5 or 2.0

*Proportions in each subject weight are notified in Table F of the funding agreement.

19. The 2000-01 standard resource for a student is calculated by multiplying the total weighted FTE by £2,731 – the base level of resource for price group D.

Example 1

20. The standard resource for a part-time student (0.4 FTE) in price group D is £1,147:

Part-time premium	0.4 × 5%	= 0.02
Subject weight	0.4 × 1.0	= 0.40
Resource		**= 0.42 × £2,731**
		= £1,147

Example 2

21. The standard resource for a part-time student (0.3 FTE) on a long course entirely in price group C is £1,577:

Part-time premium	0.3 × 5%	= 0.0150
Subject weight	0.3 × 1.5	= 0.4500
Long course premium	0.3 × 1.5 × 25%	= 0.1125
Resource		**= 0.5775 × £2,731**
		= £1,577

Example 3

22. The standard resource per FTE in price group B for a student at an institution receiving the inner London premium is £5,899:

Subject weight	1.0 × 2.0	= 2.00
Inner London premium	1.0 × 2.0 × 8%	= 0.16
Resource		**= 2.16 × £2,731**
		= £5,899

Other student factors could increase this standard resource.

Example 4

23. The standard resource of a full-time student who undertakes 60 per cent of their work in price group B and 40 per cent in price group D is £4,370:

Subject weight (price group B)	1 × 60% × 2.0	= 1.20
Subject weight (price group D)	1 × 40% × 1.0	= 0.40
Resource		**= 1.60 × £2,731**
		= £4,370

Island and overseas students

24. All students who fall outside the definition of home and EC in paragraph 1 should be recorded as 'Island and overseas'. This will include students usually resident in the Channel Islands and Isle of Man.

Annex I

Level of study

Undergraduate

1. Undergraduates are students studying towards a first degree (including foundation degree), HE certificate or diploma, or equivalent, or students registered for an institutional credit that can be counted towards one of these qualifications.

2. Table 5 collects data on undergraduates who are aiming for a foundation degree or a qualification below degree level. Qualifications below degree level include HND, HNC, DipHE and CertEd. Where a student registers for credits without stating a qualification aim, and where those credits may count towards either a degree or a qualification below degree level, they should be counted as below degree level.

Postgraduate

3. Postgraduate students are registered for courses or credits where a normal condition of entry is that entrants are already qualified to degree level. There are two groups: research and taught.

a. Postgraduate research students are those students whose qualification aim is a research-based higher degree. In accord with normal practice in the English higher education sector, a higher degree by research should be awarded primarily on the basis of a substantial thesis (or equivalent) submitted by the student and resulting from the student's original research. Regulations on the appointment of examiners for the degree should stipulate that the student's work is examined by at least two examiners appointed individually for the student, one of whom is an external examiner. An exception is allowed for departments that were highly rated in the 1996 Research Assessment Exercise, where it may be that the two best-qualified examiners are both internal. This definition is the same as that used in the Research Activity Survey.

b. Postgraduate taught students are those who are postgraduates but do not meet the requirements to be a research student.

Annex J

Mode of study

1. The definition of full-time in HESES has not changed since last year, but note that the definition has changed for the purposes of awards and fees. See the Education (Student Support) Regulations 2000 (SI 2000 No. 1121), Regulation 5, 'Designated courses'.

Full-time and sandwich

2. A year of programme of study is counted as full-time and sandwich if it meets the following criteria:

a. The student is normally required to attend the institution, or elsewhere, for periods amounting to at least 24 weeks within the year of programme of study; and during that time they are normally expected to undertake periods of study, tuition or work experience which amount to an average of at least 21 hours per week.

b. A full-time fee is chargeable for the course for the year, these include:

   i. £1,050 for undergraduates and students registered for a PGCE.

   ii. £520 for undergraduate students on international courses that are not ERASMUS or SOCRATES exchanges, where study at the institution is for less than 10 weeks.

   iii. £0 (nil) for undergraduate students who are on full-year outgoing ERASMUS and SOCRATES exchanges.

In some cases all or part of the fee may be waived.

3. This includes all full-time, sandwich and language year abroad students, other than those falling within the definition of 'Full-time sandwich year-out' given below.

4. In general, all students on a given course with a broadly similar pattern of activity for a given year of programme of study, should be recorded as having the same mode.

Full-time sandwich year-out

5. A year of programme of study is counted as sandwich year-out if it includes a period of work-based experience and it meets both the following criteria:

a. The course falls within the definition of sandwich in Schedule 5 of the Education (Student Support) Regulations 2000 (SI 2000 No. 1121). (This includes language year abroad courses where the year abroad is spent working.)

b. The fees are either those described in paragraphs (c) or (f) of Regulation 11 of the above regulations, or approximately half of the full-time fees that would be chargeable if the student were full-time.

Part-time

6. A year of programme of study is counted as part-time if it does not meet the requirements to be either full-time or full-time sandwich year-out.

7. In some cases a student's mode of study changes between years. For example, the mode of a student on a full-time 18-month course would change from full-time in year one to part-time in year two, where the second year does not have 24 weeks of study. In this case the student's activity would be recorded as 'other full-time' in year two on the HESA record.

Annex K

Price groups

1. Price groups are defined in terms of academic cost centres.

Cost centre		Price group(s)
01	Clinical medicine	A, B
02	Clinical dentistry	A, B
03	Veterinary science	A
04	Anatomy and physiology	B
05	Nursing and paramedical studies	C
06	Health and community studies	C
07	Psychology and behavioural sciences	Psychology
08	Pharmacy	B
09	Pharmacology	B
10	Biosciences	B
11	Chemistry	B
12	Physics	B
13	Agriculture and forestry	B
14	Earth, marine and environmental sciences	B
15	General sciences	Not used
16	General engineering	B
17	Chemical engineering	B
18	Mineral, metallurgy and materials engineering	B
19	Civil engineering	B
20	Electrical, electronic and computer engineering	B
21	Mechanical, aero and production engineering	B
22	Other technologies	Not used
23	Architecture, built environment and planning	C
24	Mathematics	C
25	Information technology and systems sciences	C
26	Catering and hospitality management	C
27	Business and management studies	D
28	Geography	C
29	Social studies	D
30	Librarianship, communication and media studies	Media studies
31	Language based studies	D
32	Humanities	D
33	Design and creative arts	C
34	Education	C, D
35	French, Spanish and German modern languages	C, D
36	Other modern languages	C
37	Archaeology	C
38	Sports science and leisure studies	C, D
39	Computer software engineering	B
41	Continuing education	D
99	Outside reporting institution	D

Price group	Cost centre(s)
A	01*, 02*, 03
B	01*, 02*, 04, 08, 09, 10, 11, 12, 13, 14, 16, 17, 18, 19, 20, 21, 39
C	05, 06, 23, 24, 25, 26, 28, 33, 34*, 35*, 36, 37, 38*
D	27, 29, 31, 32, 34*, 35*, 38*, 41, 99
Psychology	07
Media studies	30
ITT (QTS)	Courses of ITT leading to QTS (TTCID=1)
INSET (QTS)	Courses for teachers (TTCID=3), where the student has QTS

*For definitions see below.

Cost centres in more than one price group

Clinical medicine and clinical dentistry – cost centres 01 and 02

2. Undergraduate years of programme of study recorded in price group A must be generated by clinical medical or clinical dental students. Years of programme of study for clinical medical or clinical dental undergraduate students should be entirely attributed to price group A irrespective of any activity in cost centres. All other undergraduate load in cost centres 01 and 02 should be returned in price group B.

3. An undergraduate clinical medical student is any student on the final three years of a first registrable medical qualification taken:

a. After the pre-clinical part of the course.

b. After a free-standing pre-clinical course.

c. As part of an integrated pre-clinical and clinical course.

4. An undergraduate clinical dental student is any student on the final three-and-a-third years of a first registrable dental qualification taken:

a. After the pre-clinical part of the course.

b. After a free-standing pre-clinical course.

c. As part of an integrated pre-clinical and clinical course.

5. In order to be included in price group A, clinical medical and clinical dental postgraduate taught students must additionally be on courses which meet the following three criteria:

a. The course bears very high costs comparable to the clinical unit of resource.

b. A substantial proportion of the staff teaching time contributed to the course is provided by medically or dentally qualified university-funded clinical academic staff, who hold honorary contracts with the NHS. This includes general practitioners.

c. The course is normally taught in a clinical environment.

6. For research students to be included in price group A, the focus of their research must be in a clinical environment and the lead supervisor should be a clinical academic.

7. Where, and only where, a postgraduate course meets the criteria set out above, the subject of qualification aim should be coded as clinical (A3 or A4) on the HESA student record. All other postgraduate activity in cost centres 01 and 02 should be recorded in price group B.

Education – cost centre 34

8. Activity in education departments that is ITT but does not lead to QTS (TTCID = 2) should be returned in price group C; all other activity in cost centre 34 should be returned in price group D.

French, Spanish and German modern languages – cost centre 35

9. All provision in cost centre 35 should be returned in price group C, except French which should be returned in price group D.

Sports science and leisure studies – cost centre 38

10. Departments of sports-related subjects – including sports science, sport and exercise sciences, sports and leisure studies, sports and leisure management, and physical recreation (non-QTS) – should be allocated to price group C where there is significant use of well-equipped sports science laboratories and/or sports facilities. A detailed definition of the threshold criteria can be found in 'Allocation of education and sports-related provision to price bands' (HEFCE circular letter 38/98). All other sports-related departments should be returned in price group D.

ITT (QTS) and INSET (QTS) courses

11. Students on ITT (QTS) courses should be entirely attributed to the ITT (QTS) price group irrespective of any provision in academic cost centres.

12. Students holding QTS on INSET courses should be entirely attributed to the INSET (QTS) price group, irrespective of any provision in academic cost centres. Students on INSET courses who do not hold QTS should be attributed to price groups in the same way as other students.

courses are defined as courses for which the primary (but not necessarily the only) purpose is to improve the effectiveness of teachers, lecturers or trainers.

Allocation of years of programme of study to price groups

13. Years of programme of study are split between cost centres, based on either the cost centres in the module portion of a student/module return made to HESA, or the cost centre information in fields 100 to 147 of a combined record. In either case this is referred to as the module portion.

14. Years of programme of study should be allocated to price groups according to the mix of cost centres in which activity takes place. This will be described by the module portion in the HESA student record. Where the activity for a year of programme of study falls into more than one cost centre, and these cost centres do not fall entirely within one price group, the year should be split among the price groups according to the weights attached to the modules. Up to two decimal places may be used for this apportionment.

15. Where students are franchised-out for all or part of their provision, they should be returned in an academically cognate cost centre(s). For example, if an engineering student is taught business studies under a franchise arrangement, then the portion franchised-out should be returned under business studies. The provision franchised-out may not be naturally attributable to a cost centre in which the institution is usually active. In this case institutions should create a virtual cost centre in which this activity and its related expenditure are returned. If institutions return such activity using cost centre 99 on the HESA record it will be treated as if it falls into price group D.

16. Institutions should ensure that where a student's provision does not fall entirely within a single cost centre and subject pairing, this is clearly identified on the HESA student record. See 'Assignment of departments to academic cost centres: 1999-2000' (HEFCE 00/13).

Example 1

17. An engineering student studies engineering in the engineering department and also studies some management in the business and management department. The cost centre of each department along with the subject studied is separately identified on the HESA student record.

Example 2

18. An engineering student studies engineering in the engineering department and also studies some management in the engineering department. The engineering department has two cost centres, one for its engineering provision, one for its management provision. Each cost centre and subject studied is identified separately on the HESA student record.

Example 3

19. An engineering student studies electrical engineering in the engineering department and also studies some management in the engineering department. The department has only one cost centre. Both subjects studied are identified separately on the HESA student record.

Annex L

Recognised HE courses

1. Recognised courses of HE are those defined in paragraph 1 of Schedule 6 of the Education Reform Act 1988. This includes any postgraduate or undergraduate degree, accredited HE diploma or certificate. Other professional or vocational qualifications may be included if they are generally recognised as HE qualifications; this does not include NVQs.

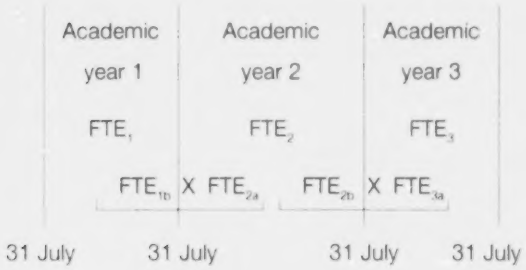
2. Students who are not studying towards a recognised HE qualification, or credit that can be counted towards one, are excluded from the HESES2000 student population.

Annex M

Approximation to the year of programme of study

1. This annex only applies to institutions that return load split across academic years to HESA for the year of programme of study. Where this is the case, an approximation needs to be made to recreate the year of programme of study. This annex details the method we will use to compare HESA and HESES data. Institutions should ensure that their method is compatible with that described below. Institutions wishing to discuss the method used are welcome to contact us.

2. The method is best illustrated by a diagram. The diagram below shows the pattern of activity for a student on a two-year course which spreads over three academic years. The years of programme of study become countable at point X.



3. The FTE reported to HESA in the n^{th} year of activity is FTE_n. This is split between the years of programme of study being undertaken in the year, with FTE_{na} being the FTE for the year that ends and FTE_{nb} being the FTE for the year that starts.

4. The FTE for the first year of programme of study is $FTE_{1b} + FTE_{2a}$, while the FTE for the second year of programme of study is $FTE_{2b} + FTE_{3a}$. Therefore to report the load in each year of programme of study the FTE in the second year needs to be split. The following formula gives FTE_{2a}:

$$FTE_{2a} = FTE_2 - FTE_{1b}$$

And in general the residual load for the n^{th} year of programme of study is:

$$FTE_{(n+1)a} = FTE_{n+1} - FTE_{nb}$$

The residual load in the final academic year in which the student is active is the entire FTE for that year. In the above diagram this is FTE_3.

5. All load returned on the HESA student record will have a number of cost centres associated with it. The distribution among price groups for that load is described by the associated cost centres. The year of programme of study should be distributed among the price groups pro rata to the FTE split.

6. Where a student discontinues, having completed a year of programme of study, the formula given in paragraph 4 will no longer work. Institutions should therefore scale the load according to the proportion of elapsed time.

Example 1

7. A student starts a one-year full-time course on 1 February 2000.

Academic year	Returned on HESES	FTE returned on HESA record
1999-2000	No return	0.5
2000-01	One countable year on HESES2000	0.5

Example 2

8. A part-time student studies for an MSc over two years starting on 1 May 2000. The total FTE for the course is 1.00.

Academic year	Returned on HESES	FTE returned on HESA record	FTE returned on HESES
1999-2000	No return	0.125	0
2000-01	One countable year on HESES2000	0.500	0.5
2001-02	One countable year on HESES2001	0.375	0.5

Example 3

9. A student starts a two-year course on 1 January 2000 and discontinues on 1 April 2001; the load returned on the July 2000 HESA record is 0.3; the load returned on the July 2001 HESA record is 0.4. The student spends eight months (August 2000 to

March 2001 inclusive) studying in the second academic year, so each month represents (0.4 ÷ 8) = 0.05 of an FTE. The end of the first year of programme of study took five months (August 2000 to December 2000 inclusive) so:

$$FTE_{2a} = 0.05 \times 5 = 0.25$$

For the recreation of HESES2000, an FTE of (0.3 + 0.25) = 0.55 will be used for the first year of programme of study.

Example 4

10. A part-time student studies on a two-year course running over three academic years. The load and distribution among price groups returned on each HESA record is as shown below:

Price group	Academic year		
	1	2	3
A	0 %	0 %	0 %
B	30 %	40 %	60 %
C	50 %	50 %	40 %
D	20 %	10 %	0 %
FTE	0.2	0.45	0.25

Academic year 1

There is no countable year of programme of study in the first academic year, so no load is returned on HESES.

Academic year 2

$FTE_{1b} = 0.2$ giving $FTE_{2a} = 0.45 - 0.2 = 0.25$.
In each price group we now get:

Price group	From academic year 1	From academic year 2	FTE returned on HESES	Countable year returned on HESES
A	0	0	0	0
B	0.2 × 30% = 0.060	0.25 × 40% = 0.100	0.160	0.360
C	0.2 × 50% = 0.100	0.25 × 50% = 0.125	0.225	0.500
D	0.2 × 20% = 0.040	0.25 × 10% = 0.025	0.065	0.140
Total	0.200	0.250	0.450	1.000

Academic year 3

Having calculated FTE_{2a} in the preceding year we get $FTE_{2b} = 0.2$ by subtraction. Assuming year 3 is the final year of the course we get:

Price group	From academic year 2	From academic year 3	FTE returned on HESES	Countable year returned on HESES
A	0	0	0	0
B	0.2 × 40% = 0.08	0.25 × 60% = 0.15	0.23	0.51
C	0.2 × 50% = 0.10	0.25 × 40% = 0.10	0.20	0.45
D	0.2 × 10% = 0.02	0	0.02	0.04
Total	0.20	0.25	0.45	1.00

Example 5

11. As in example 4, but the student is full-time with FTE returned in each year of 0.45, 1, and 0.55.

Academic year 1

There is no countable year of programme of study in the first academic year, so no load is returned on HESES.

Academic year 2

$FTE_{1b} = 0.45$ giving $FTE_{2a} = 1 - 0.45 = 0.55$

In each price group we now get:

Price group	From academic year 1	From academic year 2	Countable year returned on HESES
A	0	0	0
B	0.45 × 30% = 0.135	0.55 × 40% = 0.220	0.355
C	0.45 × 50% = 0.225	0.55 × 50% = 0.275	0.500
D	0.45 × 20% = 0.090	0.55 × 10% = 0.055	0.145
Total	0.450	0.550	1.000

Academic year 3

Having calculated FTE_{2a} in the preceding year we get $FTE_{2b} = 0.45$ by subtraction. Assuming year 3 is the final year of the course we get:

Price group	From academic year 2	From academic year 3	Countable year returned on HESES
A	0	0	0
B	0.45 × 40% = 0.180	0.55 × 60% = 0.330	0.510
C	0.45 × 50% = 0.225	0.55 × 40% = 0.220	0.445
D	0.45 × 10% = 0.045	0	0.045
Total	0.450	0.550	1.000

Annex N

Links between HESA and HESES data

1. It is not possible to derive all HESES data directly from a HESA student record. The mapping in this annex is for information only and details the methods we will adopt when comparing HESES data with those supplied to HESA. If we discover large discrepancies, and institutions are unable to explain these differences, we may make retrospectiv nents to funding.

2. For stud ght as part of a HEFCE-recognised consortium as defined in Annex D, we will nformation for those students enrolled at om the FEFC ISR. Details of links betw FEFC ISR and HEIFES data can be found ES2000 (HEFCE 00/42), Annex N; these l l be used in the comparison for students at an FEC but returned on HESES. This currently only applies to three universities

The HESES2000 student population

3. All students generating years of programme of study during the academic year 2000-01 must have a student record returned on the July 2001 HESA student record, except for those students described in paragraph 2.

4. The following students will be excluded from the HESES2000 student population:

FE students	QUALAIM (Field 41) = 71–78, 81, 82
Students with no qualification aim	QUALAIM (Field 41) = 97, 98, 99
Students whose sole qualification aim is an NVQ or QTS	QUALAIM (Field 41) = 44, 51–55
Incoming exchange students	SPCSTU (Field 28) = 3, 4, 5, 6, 8
Students not actively pursuing studies	MODE (Field 70) = 51, 63, 64 or MODE = 43, 44 and COMDATE (Field 26) + length of course (calculated using UNITLGTH (Field 50) and SPLENGTH (Field 49)) < 1/08/2000
Students explicitly excluded from the HESES2000 student population	FUNDLEV (Field c154 s139) = 99 FUNDCOMP (Field c155 s140) = 9
Students taught wholly outside the UK	LOCSDY (Field 71) = 7 and FUNDCODE (Field 65) ≠ 1

Students not generating countable years

5. The following students will be excluded from the comparison, as they will not generate countable years of study for HESES2000.

Students on the first year of study of a non-standard academic year	FTE split proportionately and TYPEYR (field c153 s138) = 2 and COMDATE (Field 26) > 31/07/2000
Withdrawals before 1 December (standard academic years)	DATELEFT (Field 35) < 01/12/2000 and FUNDCOMP (Field c155 s140) = 2
Withdrawals before anniversary of commencement date (non-standard academic years)	DATELEFT (Field 35) < anniversary of COMDATE (Field 26) and FUNDCOMP (Field c155 s140) = 2

6. Students whose FTE for the year of programme of study is less than 3 per cent will also be excluded. For institutions who do not split FTEs across academic years this will be taken as STULOAD (Field 74) < 3. For institutions who split load across years, the load for the year of programme of study will be calculated as described in Annex M.

Student classification

7. Mode of study will be determined by:

Full-time and sandwich	MODE (Field 70) = 01, 52, 53 or (MODE (Field 70) = 23, 24 and LOCSDY (Field 71) ≠ 4 and FEEBAND (Field 67) ≠ 02, 42)
Sandwich year-out	MODE (Field 70) = 23, 24 and LOCSDY (Field 71) = 4, 8 and FEEBAND (Field 67) = 02, 42
Part-time	All other students

8. Level of study will be determined by:

Undergraduate	FUNDLEV (Field c154 s139) = 10, 11
Postgraduate taught	FUNDLEV (Field c154 s139) = 20, 21
Postgraduate research	FUNDLEV (Field c154 s139) = 30, 31

9. Fundability will be determined by:

Home and EC funded	FUNDCODE (Field 65) = 1
Home and EC independently-funded	FUNDCODE (Field 65) = 4
Home and EC non-fundable	FEEELIG (Field 66) = 1, 3 and FUNDCODE (Field 65) = 2, 5, 7
Island and overseas	Any not included above

10. For standard academic years, new entrants should have YEARPRG (Field 72) = 1. For non-standard academic years, where the FTE is reported at the end of the academic year or split between academic years, students whose YEARPRG (Field 72) = 2 are counted as new entrants.

11. Allocation of years of programme of study to price groups will be relative to the student load associated with the cost centres returned for the year of programme of study. Details of this allocation are given in Annex K, paragraphs 13 and 14. Where the FTE is split across years this will additionally be weighted relative to the FTE for each year.

12. For undergraduates, years of programme of study in cost centres 01, 02 and 03 will be allocated to price group B. Students in price group A will be identified using QUALAIM (Field 41), YEARPRG (Field 72) and the course length (calculated using UNITLGTH (Field 50) and SPLENGTH (Field 49)) as follows:

Clinical medicine/dentistry	QUALAIM (Field 41) = 19 and course length minus YEARPRG (Field 72) = 0, 1, 2
Clinical dentistry	Where QUALAIM (Field 41) = 19, SBJQA1 (Field 43) = A4, A40 and course length – YEARPRG (Field 72) = 3, a third of that year of programme of study will also be allocated to price group A.
Veterinary science	QUALAIM (Field 41) = 19 and SBJQA1 (Field 43) = D1, D10

13. Where TTCID (Field 53) = 1 the student will be entirely attributed to the ITT (QTS) price group. Where TTCID (Field 53) = 3 the student will be entirely attributed to the INSET (QTS) price group.

14. When a year of programme of study becomes countable will be based on the method used to return FTEs, and COMDATE (Field 26), as described in Annex E.

15. A year of programme of study will be treated as not completed if FUNDCOMP (Field c155 s140) = 2, unless the year of programme of study is non-standard and the student has left after the anniversary of COMDATE (Field 26).

16. Years of programme of study will be classified as long where FUNDLEV (Field c154 s139) = 11, 21, 31.

17. The assumed load for countable years of programme of study will be STULOAD (Field 74) where the FTE is not split proportionately across academic years. If the FTE is split proportionately it will be calculated as detailed in Annex M.

18. Years of programme of study will be classified as wholly franchised-out where LOCSDY (Field 71) = 3 and partially franchised-out where LOCSDY = 2. Where the year of programme of study is franchised-out to will be determined by TINST1 (Field 86) and TINST2 (Field 87). The institution(s) identified will be classified into HEI, FEC or other institution.

Home and EC fee information

19. The fee level will be determined by:

£1,050	FEEBAND (Field 67) = 01
£520	FEEBAND (Field 67) = 02
£0	ERASMUS/SOCRATES students are identified using LOCSDY (Field 71) = 5 and FEEBAND (Field 67) = 51, 99
NHS bursaried courses	MSTUFEE (Field 68) = 31, 81 and SBJQA1 (Field 43) = B1 – B9
Non-regulated	All other students

Provision leading to foundation degrees and qualifications below degree level

20. Undergraduates who are aiming for qualifications below degree level will be identified by:

HND	QUALAIM (Field 41) = 41
HNC	QUALAIM (Field 41) = 42
Foundation degree, Other	QUALAIM (Field 41) = 25, 26, 27, 29, 30, 31, 32, 43, 61

Annex O

Validation checks

1. A number of validation checks are built into the disk-based workbook. Validation cells above each column in each table in the workbook return **Validation: OK** if the data have passed validation. If data in a table fail validation, a message describing the error will be displayed below the table.

Tables 1a, 1b, 2 and 3

2. For each column, the total for each level (excluding the ITT (QTS) and INSET (QTS) price groups) must be a whole number (except for Column 4a on Table 3).

3. For each column, the ITT (QTS) and INSET (QTS) cells, where present, must contain whole numbers (except for Column 4a on Table 3).

4. For all cells except cells in Column 3, the value ≥ 0.

5. For all cells, Column 3 ≤ 0.

6. For each row, Column 5 $\leq$ Columns 1 + 2.

7. For Tables 1a, 2 and 3 only – for each row, Column 6 $\leq$ Column 1 ((a) + (b)) + Column 2 ((a) + (b)).

8. For Table 3 only – for each row, Column 4a $\leq$ Column 4.

9. For Table 3 only – for each row, Column 4a ÷ Column 4 ≥ 0.03.

10. For Table 1b only, all columns (clinical medicine + clinical dentistry) $\leq$ Columns 1 to 5 (price group A, undergraduate) on Table 1a.

11. For all cells, the value entered must be to no more than three decimal places.

Table 4

12. For each column, the total for each level must be a whole number.

13. For each level, the totals should equal the totals in Tables 1a, 2 and 3 as follows.

Table 4		Table 1a
Column 1 (a)(i)	=	Column 1 (a) + (b)
Column 1 (a)(ii)	=	Column 1 (c)
Column 2 (a)(i)	=	Column 2 (a) + (b)
Column 2 (a)(ii)	=	Column 2 (c)
		Table 2
Column 1 (b)(i)	=	Column 1 (a) + (b)
Column 1 (b)(ii)	=	Column 1 (c)
Column 2 (b)(i)	=	Column 2 (a) + (b)
Column 2 (b)(ii)	=	Column 2 (c)
		Table 3
Column 1 (c)(i)	=	Column 1 (a) + (b)
Column 1 (c)(ii)	=	Column 1 (c)
Column 2 (c)(i)	=	Column 2 (a) + (b)
Column 2 (c)(ii)	=	Column 2 (c)

14. For all cells, the value entered must be to no more than three decimal places.

Table 5

15. For each column, the total for each qualification aim (excluding the INSET (QTS) price group) must be a whole number.

16. For each column, the cells in the INSET (QTS) price group must contain whole numbers.

17. For each column and price group, the total should be less than or equal to the totals for undergraduate level (standard length + long length) in Tables 1a, 2 and 3 as follows.

Table 5		Table 1a
Column 1(a) –	≤	Column 1 –
(i), (ii), (iii), (iv)		(a), (b), (c), (d)
Column 2(a) –	≤	Column 2 –
(i), (ii), (iii), (iv)		(a), (b), (c), (d)
		Table 2
Column 1(b) –	≤	Column 1 –
(i), (ii), (iii), (iv)		(a), (b), (c), (d)
Column 2(b) –	≤	Column 2 –
(i), (ii), (iii), (iv)		(a), (b), (c), (d)
		Table 3
Column 1(c) –	≤	Column 1 –
(i), (ii), (iii), (iv)		(a), (b), (c), (d)
Column 2(c) –	≤	Column 2 –
(i), (ii), (iii), (iv)		(a), (b), (c), (d)

(In the comparisons, the price group A rows and price group ITT (QTS) rows in Tables 1a, 2 and 3, where present, are not included.)

18. For all cells, the value entered must be to no more than three decimal places.

Table 6

19. For each column, the total for each programme must be a whole number.

20. For each column, the total for each programme should be less than or equal to the total for undergraduate level (standard length + long length) in Tables 1a and 3 as follows:

Table 6		Table 1a
Column 1(a) –	≤	Column 1 –
(i), (ii), (iii), (iv)		(a), (b), (c), (d)
Column 2(a) –	≤	Column 2 –
(i), (ii), (iii), (iv)		(a), (b), (c), (d)
		Table 3
Column 1(b) –	≤	Column 1 –
(i), (ii), (iii), (iv)		(a), (b), (c), (d)
Column 2(b) –	≤	Column 2 –
(i), (ii), (iii), (iv)		(a), (b), (c), (d)

21. For all cells, the value entered must be to no more than three decimal places.

Table 7

22. For each column, each cell must contain a whole number.

23. For each column, the total across all institutions should equal the total in Column 6(c) of Tables 1a, 2 and 3 as follows.

Table 7		Table 1a
Column 1(a) + Column 2(a)	=	Column 6(c)
		Table 2
Column 1(b) + Column 2(b)	=	Column 6(c)
		Table 3
Column 1(c) + Column 2(c)	=	Column 6(c)

24. For all cells, the value entered must be to no more than three decimal places.

Annex P

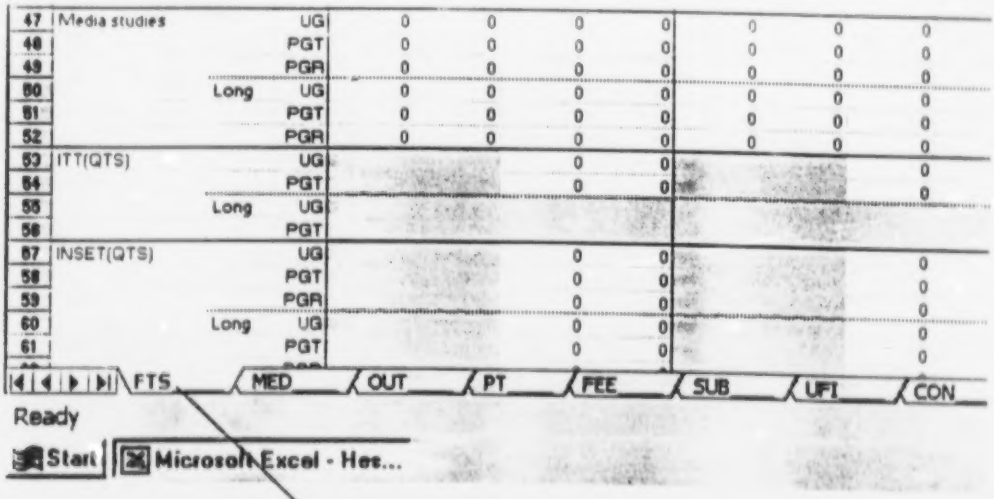
Workbook notes

1. In November we will send institutions a computer disk with spreadsheet versions of the tables in Annex Q. We will virus check disks before dispatch.

2. The disk will have on it an Excel workbook saved in Excel 5.0 called HES___.xls, where the suffix identifies the institution. The workbook will contain eight worksheets, each with the same suffix as the workbook. These are as follows:

Name of worksheet	HESES2000 tables
FTS___	Full-time and sandwich data. Table 1a.
MED___	Full-time and sandwich: Medical and dental student data. Table 1b.
OUT___	Sandwich year-out data. Table 2.
PT___	Part-time data. Table 3.
FEE___	Home and EC fees data. Table 4.
SUB___	Data on foundation degrees and qualifications below degree level. Table 5.
UFI___	Data on UFI courses and Graduate Apprenticeships. Table 6.
CON___	HEFCE-recognised funding consortia. Table 7.

3. Below is an example of how the worksheets are laid out in the workbook. Each table is contained in a separate worksheet which is accessed by clicking on the tab at the bottom of the screen. The name of the worksheet is displayed on the tab.


47 Media studies UG 0 0 0 0 0 0 0
48 PGT 0 0 0 0 0 0 0
49 PGR 0 0 0 0 0 0 0
50 Long UG 0 0 0 0 0 0 0
51 PGT 0 0 0 0 0 0 0
52 PGR 0 0 0 0 0 0 0
53 ITT(QTS) UG 0 0 0
54 PGT 0 0 0
55 Long UG
56 PGT
57 INSET(QTS) UG 0 0 0
58 PGT 0 0 0
59 PGR 0 0 0
60 Long UG 0 0 0
61 PGT 0 0 0
FTS MED OUT PT FEE SUB UFI CON
Ready
Start
Microsoft Excel - Hes...
Click on these tabs to open the worksheet containing the table you want to fill in

BEST COPY AVAILABLE

H2

4. If the disk is corrupt or unreadable please contact Bridget Josselyn (tel 0117 931 7005 e-mail heses@hefce.ac.uk) for assistance. Institutions are advised to make a back-up copy of the blank files before editing them.

5. All labels and table formats will be protected. Institutions must not attempt to alter the format of the worksheets by adding or deleting columns or rows. Only cells where data are required should be altered. Worksheets contain information critical to accurate loading of the data; it is essential that this is preserved.

6. The following cells contain formulae:

- column totals on all tables except Table 6
- totals by level on Tables 1a, 2, 3 and 4
- totals by qualification aim on Table 5
- totals by programme on Table 6
- Column 4 on Tables 1a, 1b, 2 and 3

these cells are protected and must not be edited.

7. Each worksheet contains a number of validation checks. The validation checks are listed in Annex O. Institutions should ensure their data pass all validation checks before returning them.

8. All worksheets returned should have the same name and format as those originally supplied. All worksheets in the workbook on the original disk should be returned even if they contain no data.

9. Disks should be virus checked before being returned to us. Institutions should take a back-up copy before returning the disk, in case data are corrupted in transit.

10. We will confirm receipt of any e-mail submissions.

11. Institutions should note that from next year onwards (HESES2001), the Excel workbook containing the HESES tables will be saved in Excel 97 and not Excel 5.0. This will improve validation and enable us to build in new features.

Annex Q

Sample tables

Higher Education Students Early Statistics 2000-01

Institution:
Code:
Mode: Full-time and sandwich
Table 1a: Counts of years of programme of study

			1 Years countable between 1 August 2000 and 1 December 2000 inclusive				2 Forecast of years countable between 2 December 2000 and 31 July 2001 inclusive				3 Forecast of years not completed (negative values)				4 Assumed countable years AY 2000-01 columns 1+2+3				5 New entrants included in columns 1 & 2				6 Assumed countable years wholly or partially franchised-out or part of a HEFCE-recognised funding consortium included in columns 1 & 2								
			Home & EC Fundable				Home & EC Fundable				Home & EC Fundable				Home & EC Fundable				Home & EC Fundable				Home & EC fundable								
																							(a) Wholly franchised-out to			(b) Partially franchised-out to			(c) As part of a HEFCE consortium		
Price group	Length	Level	HEFCE-funded (a)	Ind-funded (b)	Non-fundable (c)	Island & o'seas (d)	HEFCE-funded (a)	Ind-funded (b)	Non-fundable (c)	Island & o'seas (d)	HEFCE-funded (a)	Ind-funded (b)	Non-fundable (c)	Island & o'seas (d)	HEFCE-funded (a)	Ind-funded (b)	Non-fundable (c)	Island & o'seas (d)	HEFCE-funded (a)	Ind-funded (b)	Non-fundable (c)	Island & o'seas (d)	FECs (i)	HEIs (ii)	Other inst (iii)	FECs (i)	HEIs (ii)	Other inst (iii)	FECs (i)	HEIs (ii)	Other inst (iii)
Price group A		UG	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
(clinical)		PGT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		PGR	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Long	UG	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		PGT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		PGR	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Price group B		UG	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
(laboratory based		PGT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
science engineering		PGR	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
and technology)	Long	UG	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		PGT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		PGR	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Price group C		UG	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
(other high cost		PGT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
subjects with a		PGR	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
studio laboratory or	Long	UG	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
fieldwork element)		PGT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		PGR	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Price group D		UG	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
(all other subjects)		PGT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		PGR	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Long	UG	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		PGT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		PGR	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Psychology		UG	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		PGT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		PGR	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Long	UG	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		PGT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		PGR	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Media studies		UG	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		PGT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		PGR	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Long	UG	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		PGT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		PGR	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ITT(QTS)		UG			0	0			0	0			0	0			0	0			0	0									
		PGT			0	0			0	0			0	0			0	0			0	0									
	Long	UG																													
		PGT																													
INSET(QTS)		UG			0	0			0	0			0	0			0	0			0	0									
		PGT			0	0			0	0			0	0			0	0			0	0									
		PGR			0	0			0	0			0	0			0	0			0	0									
	Long	UG			0	0			0	0			0	0			0	0			0	0									
		PGT			0	0			0	0			0	0			0	0			0	0									
		PGR			0	0			0	0			0	0			0	0			0	0									
All price groups		UG	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		PGT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		PGR	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Long	UG	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		PGT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		PGR	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Higher Education Students Early Statistics 2000-01

Institution:
Code:
Mode: Full-time and sandwich
Table 1b: Medical and dental counts of years of programme of study (included in table 1a)

		1 Years countable between 1 August 2000 and 1 December 2000 inclusive				2 Forecast of years countable between 2 December 2000 and 31 July 2001 inclusive				3 Forecast of years not completed (negative values)				4 Assumed countable years AY 2000-01 columns 1+2+3				5 New entrants included in columns 1 & 2			
		Home & EC Fundable				Home & EC Fundable				Home & EC Fundable				Home & EC Fundable				Home & EC Fundable			
Price group	Level	HEFCE-funded (a)	Ind.-funded (b)	Non-fundable (c)	Island & o'seas (d)	HEFCE-funded (a)	Ind.-funded (b)	Non-fundable (c)	Island & o'seas (d)	HEFCE-funded (a)	Ind.-funded (b)	Non-fundable (c)	Island & o'seas (d)	HEFCE-funded (a)	Ind.-funded (b)	Non-fundable (c)	Island & o'seas (d)	HEFCE-funded (a)	Ind.-funded (b)	Non-fundable (c)	Island & o'seas (d)
Pre-clinical medicine	UG	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Clinical medicine	UG	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Pre-clinical dentistry	UG	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Clinical dentistry	UG	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total	UG	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

Higher Education Students Early Statistics 2000-01

Institution:
Code:
Mode: Sandwich year-out
Table 2: Counts of years of programme of study

		1 Years countable between 1 August 2000 and 1 December 2000 inclusive				2 Forecast of years countable between 2 December 2000 and 31 July 2001 inclusive				3 Forecast of years not completed (negative values)				4 Assumed countable years AY 2000-01 columns 1+2+3				5 New entrants included in columns 1 & 2				6 Assumed countable years wholly or partially franchised-out or part of a HEFCE-recognised funding consortium included in columns 1 & 2								
		Home & EC Fundable				Home & EC Fundable				Home & EC Fundable				Home & EC Fundable				Home & EC Fundable				Home & EC fundable (a) Wholly franchised-out to			(b) Partially franchised-out to			(c) As part of a HEFCE consortium		
Price group	Level	HEFCE-funded (a)	Ind.-funded (b)	Non-fundable (c)	Island o seas (d)	HEFCE-funded (a)	Ind.-funded (b)	Non-fundable (c)	Island o seas (d)	HEFCE-funded (a)	Ind.-funded (b)	Non-fundable (c)	Island o seas (d)	HEFCE-funded (a)	Ind.-funded (b)	Non-fundable (c)	Island o seas (d)	HEFCE-funded (a)	Ind.-funded (b)	Non-fundable (c)	Island o seas (d)	FECs (i)	HEIs (e)	Other inst (iii)	FECs (i)	HEIs (e)	Other inst (iii)	FECs (i)	HEIs (e)	Other inst (iii)
Price group A	UG	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
(clinical)	PGT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	PGR	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Price group B	UG	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
(laboratory based science, engineering and technology)	PGT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	PGR	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Price group C	UG	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
(other high cost subjects with a studio, laboratory or fieldwork element)	PGT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	PGR	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Price group D	UG	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
(all other subjects)	PGT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	PGR	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Psychology	UG	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	PGT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	PGR	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Media studies	UG	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	PGT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	PGR	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
INSET/QTS	UG			0	0			0	0			0	0			0	0			0	0									
	PGT			0	0			0	0			0	0			0	0			0	0									
	PGR			0	0			0	0			0	0			0	0			0	0									
All price groups	UG	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	PGT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	PGR	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Higher Education Students Early Statistics 2000-01

Institution:
Code:
Mode: Part-time
Table 3: Counts of years of programme of study and load

46 HEFCE 00/41

			1 Years countable between 1 August 2000 and 1 December 2000 inclusive				2 Forecast of years countable between 2 December 2000 and 31 July 2001 inclusive				3 Forecast of years not completed (negative values)				4 Assumed countable years AY 2000-01 columns 1+2+3				4a Assumed load for countable years included in column 4 AY 2000-01				5 New entrants included in columns 1 & 2				6 Assumed countable years wholly or partially franchised-out or part of a HEFCE-recognised funding consortium included in columns 1 & 2								
			Home & EC Fundable				Home & EC Fundable				Home & EC Fundable				Home & EC Fundable				Home & EC Fundable				Home & EC Fundable				Home & EC Fundable (a) Wholly franchised out to			(b) Partially franchised out to			(c) As part of a HEFCE consortium		
Price group	Length	Level	HEFCE funded [a]	Ind. funded [b]	Non-fundable [c]	Island o'seas [d]	HEFCE funded [a]	Ind. funded [b]	Non-fundable [c]	Island o'seas [d]	HEFCE funded [a]	Ind. funded [b]	Non-fundable [c]	Island o'seas [d]	HEFCE funded [a]	Ind. funded [b]	Non-fundable [c]	Island o'seas [d]	HEFCE funded [a]	Ind. funded [b]	Non-fundable [c]	Island o'seas [d]	HEFCE funded [a]	Ind. funded [b]	Non-fundable [c]	Island o'seas [d]	FECs [i]	HEIs [vi]	Other inst [vii]	FECs [i]	HEIs [vi]	Other inst [vii]	FECs [i]	HEIs [vi]	Other inst [vii]
Price group A (clinical)		UG	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		PGT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		PGR	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Long	UG	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		PGT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		PGR	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Price group B (Laboratory based science, engineering and technology)		UG	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		PGT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		PGR	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Long	UG	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		PGT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		PGR	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Price group C (Other high cost subjects with a studio, laboratory or fieldwork element)		UG	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		PGT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		PGR	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Long	UG	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		PGT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		PGR	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Price group D (All other subjects)		UG	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		PGT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		PGR	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Long	UG	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		PGT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		PGR	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Psychology		UG	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		PGT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		PGR	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Long	UG	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		PGT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		PGR	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Media studies		UG	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		PGT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		PGR	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Long	UG	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		PGT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		PGR	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
(ITT(QTS)		UG			0	0			0	0			0	0			0	0			0	0			0	0									
		PGT			0	0			0	0			0	0			0	0			0	0			0	0									
	Long	UG																																	
		PGT																																	
(NSET(QTS)		UG			0	0			0	0			0	0			0	0			0	0			0	0									
		PGT			0	0			0	0			0	0			0	0			0	0			0	0									
		PGR			0	0			0	0			0	0			0	0			0	0			0	0									
	Long	UG			0	0			0	0			0	0			0	0			0	0			0	0									
		PGT			0	0			0	0			0	0			0	0			0	0			0	0									
		PGR			0	0			0	0			0	0			0	0			0	0			0	0									
All price groups		UG	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		PGT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		PGR	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Long	UG	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		PGT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		PGR	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Higher Education Students Early Statistics 2000-01

Institution:
Code:
Mode: All
Table 4: Home and EC fees (for years of programme of study included in Columns 1 and 2 of Tables 1a, 2 and 3)

			1 Years for home and EC countable students between 1 August 2000 and 1 December 2000 inclusive						2 Forecast of years for home and EC countable students between 2 December 2000 and 31 July 2001 inclusive					
			(a) Full-time and sandwich		(b) Sandwich year-out		(c) Part-time		(a) Full-time and sandwich		(b) Sandwich year-out		(c) Part-time	
Price group(s)	Level	Fee level	HEFCE-fundable (i)	Non-fundable (ii)	HEFCE-fundable (i)	Non-fundable (ii)	HEFCE-fundable (i)	Non-fundable (ii)	HEFCE-fundable (i)	Non-fundable (ii)	HEFCE-fundable (i)	Non-fundable (ii)	HEFCE-fundable (i)	Non-fundable (ii)
A, B, C, D, Psychology, Media studies (NSET(QTS)	UG	Regulated £1,050	0	0			0	0	0	0			0	0
		Regulated £520	0	0	0	0	0	0	0	0	0	0	0	0
		Regulated £0	0	0					0	0				
		NHS bursaried courses	0	0	0	0	0	0	0	0	0	0	0	0
		Non-regulated	0	0	0	0	0	0	0	0	0	0	0	0
	PGT	Regulated £1,050	0	0			0	0	0	0			0	0
		Regulated £520	0	0	0	0	0	0	0	0	0	0	0	0
		NHS bursaried courses	0	0	0	0	0	0	0	0	0	0	0	0
		Non-regulated (incl £2,740)	0	0	0	0	0	0	0	0	0	0	0	0
	PGR	Non-regulated (incl £2,740)	0	0	0	0	0	0	0	0	0	0	0	0
(TT(QTS)	UG	Regulated £1,050		0				0		0				0
		Regulated £520		0						0				
		Regulated £0		0						0				0
		Non-regulated		0				0		0				
	PGT	Regulated £1,050		0						0				
		Regulated £520		0				0		0				0
		Non-regulated (incl £2,740)		0				0		0				0
All price groups	UG		0	0	0	0	0	0	0	0	0	0	0	0
	PGT		0	0	0	0	0	0	0	0	0	0	0	0
	PGR		0	0	0	0	0	0	0	0	0	0	0	0
	Total		0	0	0	0	0	0	0	0	0	0	0	0

Higher Education Students Early Statistics 2000-01

Institution:
Code:
Mode: All

Table 5: Counts of years of programme of study for provision leading a foundation degree or qualifications below degree level (included in the undergraduate row of Columns 1 and 2 of Tables 1a, 2 and 3)

		1 Years countable between 1 August 2000 and 1 December 2000 inclusive												2 Forecast of years countable between 2 December 2000 and 31 July 2001 inclusive											
		(a) Full-time and sandwich				(b) Sandwich year-out				(c) Part-time				(a) Full-time and sandwich				(b) Sandwich year-out				(c) Part-time			
		Home & EC Fundable				Home & EC Fundable				Home & EC Fundable				Home & EC Fundable				Home & EC Fundable				Home & EC Fundable			
Price group	Qualification aim	HEFCE-funded (i)	Ind.-funded (ii)	Non-fundable (iii)	Island o seas (iv)	HEFCE-funded (i)	Ind.-funded (ii)	Non-fundable (iii)	Island o seas (iv)	HEFCE-funded (i)	Ind.-funded (ii)	Non-fundable (iii)	Island o seas (iv)	HEFCE-funded (i)	Ind.-funded (ii)	Non-fundable (iii)	Island o seas (iv)	HEFCE-funded (i)	Ind.-funded (ii)	Non-fundable (iii)	Island o seas (iv)	HEFCE-funded (i)	Ind.-funded (ii)	Non-fundable (iii)	Island o seas (iv)
Price group B (Laboratory based science, engineering and technology)	HNC	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	HND	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Foundation degree	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Price group C (Other high cost subjects with a studio, laboratory or fieldwork element)	HNC	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	HND	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Foundation degree	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Price group D (All other subjects)	HNC	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	HND	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Foundation degree	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Psychology	HNC	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	HND	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Foundation degree	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Media studies	HNC	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	HND	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Foundation degree	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
(NSET/QTS)	HNC			0	0			0	0			0	0			0	0			0	0			0	0
	HND			0	0			0	0			0	0			0	0			0	0			0	0
	Foundation degree			0	0			0	0			0	0			0	0			0	0			0	0
	Other			0	0			0	0			0	0			0	0			0	0			0	0
All price groups	HNC	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	HND	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Foundation degree	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Higher Education Students Early Statistics 2000-01

Institution:
Code:
Mode: All
Table 6: Counts of years of programme of study for University of Industry and Graduate Apprenticeships (included in the undergraduate row of Columns 1 and 2 of Tables 1a and 3)

			1 Years countable between 1 August 2000 and 1 December 2000 inclusive								2 Forecast of years countable between 2 December 2000 and 31 July 2001 inclusive							
			(a) Full-time and sandwich				(b) Part-time				(a) Full-time and sandwich				(b) Part-time			
			Home & EC Fundable				Home & EC Fundable				Home & EC Fundable				Home & EC Fundable			
Price group	Programme	Level	HEFCE-funded (i)	Ind.-funded (ii)	Non-fundable (iii)	Island o'seas (iv)	HEFCE-funded (i)	Ind.-funded (ii)	Non-fundable (iii)	Island o'seas (iv)	HEFCE-funded (i)	Ind.-funded (ii)	Non-fundable (iii)	Island o'seas (iv)	HEFCE-funded (i)	Ind.-funded (ii)	Non-fundable (iii)	Island o'seas (iv)
Price group B (Laboratory-based science, engineering and technology)	University for industry	UG			0	0			0	0			0	0			0	0
	Graduate apprenticeship	UG					0	0	0	0					0	0	0	0
		PG					0	0	0	0					0	0	0	0
Price group C (Other high cost subjects with a studio, laboratory or fieldwork element)	University for industry	UG			0	0			0	0			0	0			0	0
	Graduate apprenticeship	UG					0	0	0	0					0	0	0	0
		PG					0	0	0	0					0	0	0	0
Price group D (All other subjects)	University for industry	UG			0	0			0	0			0	0			0	0
	Graduate apprenticeship	UG					0	0	0	0					0	0	0	0
		PG					0	0	0	0					0	0	0	0
Psychology	University for industry	UG			0	0			0	0			0	0			0	0
	Graduate apprenticeship	UG					0	0	0	0					0	0	0	0
		PG					0	0	0	0					0	0	0	0
Media studies	University for industry	UG			0	0			0	0			0	0			0	0
	Graduate apprenticeship	UG					0	0	0	0					0	0	0	0
		PG					0	0	0	0					0	0	0	0
INSET(QTS)	University for industry	UG			0	0			0	0			0	0			0	0
	Graduate apprenticeship	UG					0	0	0	0					0	0	0	0
		PG					0	0	0	0					0	0	0	0
All price groups	University for industry	UG			0	0			0	0			0	0			0	0
	Graduate apprenticeship	UG					0	0	0	0					0	0	0	0
		PG					0	0	0	0					0	0	0	0

Higher Education Students Early Statistics 2000-01

Institution:
Code:
Mode: All
Table 7: Counts of years of programme of study for home and EC fundable students involved in HEFCE-recognised funding consortia, by institution (included in Column 6(c) of Tables 1a, 2 and 3)

Institution name	Institution code	1 Years countable between 1 August 2000 and 1 December 2000 inclusive Home and EC fundable			2 Forecast of years countable between 2 December 2000 and 31 July 2001 inclusive Home and EC fundable		
		(a) Full-time and sandwich	(b) Sandwich year-out	(c) Part-time	(a) Full-time and sandwich	(b) Sandwich year-out	(c) Part-time
		0	0	0	0	0	0
		0	0	0	0	0	0
		0	0	0	0	0	0
		0	0	0	0	0	0
		0	0	0	0	0	0
		0	0	0	0	0	0
		0	0	0	0	0	0
All institutions		0	0	0	0	0	0

Annex R

HESES2000 checklist

1. This annex is a summary of the HESES guidance and should be used in conjunction with the other annexes.

Which students are in the HESES population?

2. A definition of the HESES population is in Annex D. The population includes students who:

a. Are actively pursuing studies with the institution for at least part of the academic year 2000-01. This includes outgoing exchange students.

b. Are studying towards a recognised HE qualification aim, or a credit that can be counted towards one.

c. Have an individual record returned on the HESA student record or the FEFC ISR.

d. Are not being returned on any other institution's HESES or HEIFES return.

3. Students spending most of their time for the whole course outside the UK should not generally be included in the population.

Are they countable on this year's HESES?

4. A year of programme of study for a student within the HESES2000 student population must meet the following criteria to be counted:

a. A tuition fee is charged (the fee may be waived).

b. The FTE for the year of programme of study is at least 3 per cent.

c. The student is not writing up for the whole of the year.

5. When a year of programme of study becomes countable depends on how the FTE is returned to HESA. Activity for a year of programme of study can either fall within one academic year or span two academic years. Where the activity spans two academic years, the FTE can either be reported to HESA in the academic year in which study begins, the academic year in which it ends, or split across two academic years. Where the activity is within one academic year or reported in the academic year in which study begins, years of programme of study should be counted in HESES on the commencement date and its anniversary. Where the activity is split or reported in the academic year in which study ends, years of programme of study should be counted in HESES on 1 August of each academic year in which activity occurs except the first. This is explained in more detail in Annex E.

What is their fundability status?

6. Home and EC students are counted as HEFCE-fundable if they are on recognised courses of HE, the course is open to any suitably qualified candidate and the course is not being supported by any other EC public source. Students not eligible for HEFCE funds include ITT (QTS) students; INSET students who hold QTS; students funded by the Department of Health; and students franchised to institutions other than HEIs and FECs (unless approved by HEFCE).

7. Where a course attracts funds from another EC public source, and the fee plus the income from the public source is insufficient to cover the HEFCE standard resource, then a proportion of the students on the course can be returned as HEFCE-fundable, the rest as non-fundable. Examples of such funding are TEC funding, ESF funding, funding from the New Deal, Modern Apprenticeships and the NHS. There are examples in Annex H and there is an Excel template on the HEFCE web-site, www.hefce.ac.uk, under 'Questions', then 'HESES frequently asked questions', which can be used to calculate how many students on such courses are HEFCE-fundable.

8. Independently-funded students are HEFCE-fundable students for whom the institution receives sufficient non-public funding to cover the HEFCE standard resource.

9. Island and overseas students are students from the Channel Islands, Isle of Man or outside the EC.

BEST COPY AVAILABLE

Is the qualification aim a recognised HE qualification?

10. Recognised HE qualifications are those defined in paragraph 1 of Schedule 6 of the Education Reform Act 1988. NVQs are not included. See Annex L.

What is considered a non-completion?

11. Non-completions are students who do not attend the final exam or assessment for the year of programme of study (not for the whole course). Academic failures are not counted as non-completions.

How are students classified into mode?

12. Students are classified into either full-time and sandwich, sandwich year-out or part-time according to the definitions in Annex J. Students following the same course with the same pattern of activity should generally be returned with the same mode.

- Full-time and sandwich students will be on a course where they are usually required to attend for at least 24 weeks, 21 hours a week for the year of programme of study, and a full-time fee is chargeable for the course (even if it is waived).
- Sandwich year-out students are those on sandwich courses, as defined in Schedule 5 of the Education (Student Support) Regulations 2000 (SI 2000 No. 1121), who are on their year out.
- Part-time students are all other students. Note this includes HNC students who are expected to complete in one year, but whose course is not subject to regulated fees.

How are students classified into level?

13. Undergraduates are students studying for a first degree (including foundation degree), HE certificate or diploma. Provision below degree level includes HNDs, HNCs, DipHEs and CertEds. Postgraduate qualifications (including higher degrees and PGCEs) are those where the normal condition of entry is a qualification at degree level. Postgraduates are split into postgraduate research students and postgraduate taught students – a definition can be found in Annex I, paragraph 3.

Which price group should the student be returned under?

14. Price groups are defined in terms of academic cost centres. A mapping from cost centre to price group can be found in Annex K, paragraph 1. Some cost centres are in more than one price group – these are described in paragraphs 2 to 10 of Annex K. Where the activity for a year of programme of study falls into more than one cost centre and these cost centres do not fall entirely within one price group, then the year should be split between price groups. Students on ITT (QTS) courses and INSET (QTS) courses should be attributed the ITT (QTS) and INSET (QTS) price groups respectively, regardless of any provision in cost centres.

How should fees be returned on Table 4, the fee table?

15. Generally, full-time undergraduates (including those aiming for a qualification below degree level) and PGCEs are subject to the regulated £1,050 fee, and part-time ITT students, sandwich year-out students and language year abroad students are subject to the regulated £520 fee. Only full-year outgoing exchange students on ERASMUS and SOCRATES exchanges should be returned with a regulated fee of £0. Most postgraduates and part-time students are not subject to regulated fees and should be returned with a fee level of 'Non-regulated', regardless of what they actually pay. See Annex C, paragraphs 11 to 16.

How is the FTE calculated for part-time students?

16. FTE is calculated by comparing either the duration of the course or the credit points studied with an equivalent full-time course, or if such a course does not exist, a similar full-time course. The

total FTE per student for a part-time course should equal the total FTE per student for an equivalent full-time course.

Which tables should be completed?

17. All full-time students should be returned on Table 1a, the full-time table, whatever level they are studying at. All sandwich year-out and all part-time students should be returned on Tables 2 and 3 respectively.

18. Table 1b should be completed if the institution has full-time undergraduate medical and dental students. These are students on programmes of study that normally lead to a first registrable medical or dental qualification. The students returned here are a subset of the undergraduates returned on Table 1a. See Annex B.

19. All home and EC students returned in Columns 1 and 2 of Tables 1a, 2 and 3 should also be returned on the fee table, Table 4.

20. Table 5 should be completed if the institution has students studying for foundation degrees or qualifications below degree level, and should contain a subset of the undergraduate students returned in Columns 1 and 2 of Tables 1a, 2 and 3.

21. Table 6 should be completed if the institution has students studying on UFI courses or as part of a GA (see Annex B paragraphs 15 to 17), and should contain a subset of the students returned in Columns 1 and 2 of Tables 1a and 3.

22. Table 7 should be completed by the lead institution of a HEFCE-recognised funding consortium only (defined in Annex D paragraphs 12 and 13). The data returned on this table must match that returned in Column 6(c) of Tables 1a, 2 and 3.

When the tables have been completed

23. Each worksheet contains a number of validation checks. If an error or inconsistency is detected in a worksheet once it has been completed, a message reading **Validation: Failure (see below table)** will appear above the column in the table in which there is a validation failure. Below the table, the error will be described in more detail and will point to the cell or total which is causing the data to fail validation. These errors must be corrected before submitting the tables to HEFCE. If the error cannot be identified, institutions should e-mail heses@hefce.ac.uk. The validation checks are described in more detail in Annex O.

Annex S

Glossary

Attendance	A student is considered to be attending the institution whenever they undertake periods of study, tuition or work experience as part of the programme of study. For example, a distance learning student studying at home is attending.
Base level of resource	For 2000-01, this is £2,731. Also known as base price.
ERASMUS	European Community action scheme for the mobility of university students.
FEFC	Further Education Funding Council.
Foundation degree	A two-year full-time, or the part-time equivalent, HE course which the institution has marketed as a 'foundation degree'.
Franchised-out	Any student who enrols at one institution and pays them a fee for tuition or supervision of research, but undertakes all or part of their study at another institution, is considered to be franchised-out by the institution collecting the fee; this includes all collaborative arrangements except HEFCE-recognised funding consortia. See also Annex D.
FTE	Full-time equivalent.
Graduate Apprenticeship	A framework which integrates study for recognised HE qualifications with structured work-based learning. See Annex B paragraphs 15 to 17.
HESA	Higher Education Statistics Agency.
HEFCE-recognised funding consortia	See Annex D, paragraphs 12 and 13.
HESES student population	HESES counts years of programme of study for students aiming for a recognised HE qualification. The students that generate these years of programme of study are called the HESES student population. See also Annex D.
HIN	Unique HE programme of study identifier on the HESA record, HIN = **H**USID + **I**NSTID + **N**UMHUS, a combination of student identifier (Field 4), HESA institution identifier (Field 2) and student instance number (Field c151 s136). See the HESA student record coding manual, Appendix 11, for further information.
HMSO	Her Majesty's Stationary Office.

INSET	In-service education of teachers.
Intercalated year	For HESES purposes, this is a year inserted into a medical course to allow for the award of a BSc or BA in addition to the normal medical degree.
ISR	FEFC individualised student record.
ITT	Initial teacher training.
MaSN	Maximum student number. This is defined in the report 'Recurrent grants for 2000-01' (HEFCE 00/12).
NHS bursaried courses	Pre-registration courses for which an NHS bursary may be payable.
PGCE	Postgraduate certificate in education.
Postgraduates	Students registered for courses or credits where a normal condition of entry is that entrants are already qualified to degree level. See also Annex I.
QTS	Qualified teacher status.
Regulated fees	Fees as defined in the Education (Student Support) Regulations 2000 (SI 2000 No. 1121). See Annex C.
SLC	Student Loans Company.
SOCRATES	European Commission action programme in the sphere of school and higher education.
Standard resource	Standard resource is used for funding purposes, it is calculated by multiplying the weighted full-time equivalent student load by the base price. See also Annex H.
Student load	Student activity expressed as full-time equivalents rather than counts of years of programme of study. See also Annex F.
TTA	Teacher Training Agency.
UFI	University for Industry (learndirect).

Undergraduates Students studying towards a first degree (including foundation degree), HE certificate or diploma, or equivalent, or students registered for an institutional credit that can be counted towards one of these qualifications. See also Annex I.

Year of programme of study Students study towards qualification aims over a period, which can be split into one or more years of programme of study. See also Annex E.

Annex T

HESES index (paragraph of main document, Annex and paragraph of Annexes)

Note that some words or phrases will also have been defined in the glossary.

A

Assignment of departments to cost centres (24, 26, K16)

Assumed fee (H6)

Audit (see also HESES99 audit) (22-29, F2)

B

Base level of resource (H19)

C

Clinical dentistry (see medicine and dentistry)

Clinical medicine (see medicine and dentistry)

Collaborative arrangements (C9, D4-D13)

Column 1 (C2, C4, C7, C10, C11, C17, C19, C21, C24, E7, R19-R21)

Column 2 (C3, C4, C7, C10, C11, C18, C20, C22, C25, R19-R21)

Column 3 (C4)

Column 4 (C5, C6, P6)

Column 4a (C1, C6)

Column 5 (C7)

Column 6 (A2, A7, C8, C23, R22)

Consortia (see also HEFCE-recognised funding consortia) (D5, D13)

Cost centre (24, 26, 27, A9, K1, K2, K7-K16, M5, N11, N12, R14)

Counting student activity (E1-E15)

D

Dental qualifications (see medicine and dentistry)

Department of Health (H4, R6)

Disk (3, 5, 12-15, 19, P1, P2, P4, P8, P9)

Distance learners outside the UK (D3)

E

EC public source (H2-H4, H6, R6, R7)

EC students (see Home and EC students)

Education (Student Support) Regulations (A1, C12, C13, C15, H1, J1, J5, R12)

Education Reform Act 1988 (L1, R10)

Eligibility for HEFCE funding (H1-H4)

E-mail submission (19, P10)

ERASMUS (C11, C12, J2, N19, R15)

ESF funding (R7)

Exchange students – incoming (D3, N4)

Exchange students – outgoing (C11, C12, D2, J2, R2, R15)

F

Fee levels (see also regulated fees) (A3, A4, C11, C13, C16, H3, J2, J5, N19, R15)

Fee-remission for GA students (A6, B16, B17)

FEFC (6, 10, 18, D2, D13, N2, R2)

Final assessment (25, E14, R11)

Foundation degree (A5, B10, B12, D5, H4, I1, I2, N20, R13, R20)

Foundation year (E15)

Franchised (A2, C8, C10, D3, D6, D7, H4, K15, N18, R6)

Frequently asked questions (12, H4, H7, R7)

FTE (full-time equivalent) (C1, C6, E5, E11, F2, F3, F6, G3, G9, H6, H17, H19, M1-M11, N5, N6, N10, N11, N14, N17, R4, R5, R16)

Full-time (A1, A3, A8, B2, B13, C12, C16, C21, C22, G1, G9, H17, J1-J3, J7, N7, R12, R15, R17, R18)

Full-time and sandwich (see full-time)

Full-time sandwich year-out (see sandwich year-out)

Fundable (see HEFCE-fundable)

Funding agreement (H17, H18)

G

GA (Graduate Apprenticeship) (A6, B13, B15-B17, R21)

H

HEFCE-fundable (H2, H4, H13, R6, R7)

HEFCE-funded (H13)

HEFCE non-fundable (B14, H4-H7, H16, N9, R7)

HEFCE-recognised funding consortia (A2, A7, B18, B19, C8-C10, C23, D5, D6, D12, D13, N2, R22)

HEFCE web-site (12, 17, H4, H7, R7)

HESA (2, 6, 10, 18, 23, 27, D2, D4, D11, D13, E3-E5, E10, F1, F6, H5, J7, K7, K13-K16, M1, M3, M5, R2, R5)

HESA-HESES links (N1-N20)

HESES99 audit (24-29)

HMSO web-site (C12, H1)

Holdback (15, 17, A8)

Home Office (H4)

Home and EC students (A8, B9, B18, C8, C17, C18, C23, H1, H2, H16, N9, R6, R19)

I

Independently-funded (H13, N9, R8)

Ineligible for HEFCE funding (see HEFCE non-fundable)

INSET students (H4, K1, K12, N13, R6, R14)

Institution-related premiums (H17)

Island and overseas students (H24, N9, R9)

ISR (see FEFC)

ITT students (A10, C12, C14, D3, H4, K1, K8, K11, N13, R6, R14, R15)

L

Language year abroad (D3, D6, J3, J5, R15)

Level of study (I1-I3, N8, R13)

Long years of programme of study (G1-G11, H17, N16)

M

MaSN (17, A8)

Mature students (10, H17)

Media studies (H18, K1)

Medicine and dentistry (B2-B8, K1-K5, N12, R18)

Mode of study (A7, B1, B9, B10, B13, B18, C17-C20, C24, C25, J1-J7, N7, R12)

N

New entrants (C7, E15, N10)

NHS bursaried courses (A4, C11, C12, N19)

NHS funding (H4, R7)

Non-completions (22, 24, 25, 28, C2, C4, E12-E14, F6, N15, R11)

Non-fundable (see HEFCE non-fundable)

Non-regulated fees (C13, C15, N19, R15)

Non-standard academic years (see also split FTE) (E5, E8, N5, N10, N15)

NVQ (B16, D3, L1, N4, R10)

O

Overseas students (see Island and overseas students)

P

Part-time (A6, A8, B13, B16, B17, C12, C14-C16, C21, C22, F3, G3, G6, G9, H4-H6, H17, J6, J7, N7, R12, R15-R17)

PGCE (C12, C14, C16, J2, R13, R15)

Postgraduate (A8, C16, G5, H4, H5, I3, K5-K7, L1, N8, R13, R15)

Premiums (see institution-related premiums and student-related premiums)

Pre-registration courses (A4, C11, C12, H4)

Price group (27, A9, H17-H19, K1-K15, M5, N11-N13, R14)

Professional qualifications (C16, E3, H4, L1)

Psychology (H18, K1)

Q

QTS (see ITT, INSET)

R

Recognised HE qualifications (1, B15-B17, D1, D2, E2, H2, L1, L2, R2, R6, R10)

Recurrent funds for teaching (7, H2, H4, H16)

Regulated fees (see also fee levels) (A8, C11, C12, C14, C16, R15)

Research Activity Survey (6, 7, 23, H5, I3)

Residential and fundability status (H1-H24)

Return date (5, 15, 20)

S

Sandwich year-out (C12, J5, N7, R12, R15, R17)

SCITT (D3)

SOCRATES (see ERASMUS)

Split FTE (see also non-standard academic years) (E5, M1-M11, N5, N6, N10, N11, N17, R5)

Sports science (K1, K10)

Standard academic years (D3, E5, E14, N5, N10)

Standard funding (H6)

Standard length (G1, G9)

Standard rate (H4)

Standard resource (H2, H6, H13, H17, H19, R7, R8)

Student load (1, 2, 24, 27, F1-F6, M1, M4-M6, N6, N11, N17)

Student population (D1-D13, E5, E11, L2, N4, R2-R4)

Student Support Regulations (see Education (Student Support) Regulations)

Student-related premiums (10, H17)

Subject weight (H17, H18)

Support from other EC public source (see EC public source)

T

Table 1a (see also Tables 1a, 2 and 3) (A6, B2, B13, Q, R18, R21)

Table 1b (B2, P6, Q, R18)

Table 2 (see Tables 1a, 2 and 3)

Table 3 (see also Tables 1a, 2 and 3) (A6, B13, C1, C6, Q, R21)

Table 4 (A3, A4, B9, C11, P6, Q, R15, R19)

Table 5 (A5, B10, I2, P6, Q, R20)

Table 6 (A6, B13, B14, B17, P6, Q, R21)

Table 7 (A7, B18, D5, Q, R22)

Tables 1a, 2 and 3 (A2, A7, B1, B9, B10, B18, C11, D5, P6, Q, R17, R19, R20, R22)

Table descriptions (B1-B19)

TEC funding (R7)

TTA (A10, H4)

U

UFI (A6, B13, B14, H4, R21)

Undergraduate (A8, B2, B10, B13, C12, C19, C20, G4, I1, I2, J2, K2-K4, L1, N8, N12, N20, R13, R15, R18, R20)

V

Validation checks (14, 15, O1-O24, P7, R23)

W

Web-site (see HEFCE web-site, HMSO web-site)

Weighted student FTE (H17)

Widening participation (10)

Workbook notes (P1-P11)

Higher Education Funding Council for England
Northavon House
Coldharbour Lane
BRISTOL
BS16 1QD

tel 0117 931 7317
fax 0117 931 7203
http://www.hefce.ac.uk